

Delivery driver job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: Nonexempt
- Pay range: [\$X to \$Y per hour]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring a delivery driver to get orders to our customers safely, on time, and with a friendly, professional touch.

What you'll do

- Load the vehicle and plan the route using [routing app].
- Deliver packages or goods to homes and businesses on schedule.
- Confirm deliveries with signatures, photos, or scans.
- Handle cash or card payments when required.
- Inspect the vehicle before and after each shift.
- Follow traffic laws and safe driving practices.
- Communicate delays or problems to dispatch and customers.
- Keep the vehicle clean and organized.

What you'll need

- Valid driver's license and a clean driving record.
- Ability to lift up to [50] pounds repeatedly.
- Minimum age of [21] for insurance purposes.
- Comfort using smartphone apps for routing and scanning.

Nice to have

- Previous delivery or route driving experience.
- Knowledge of the local area.
- Experience with box trucks.

Skills

Safe driving, Navigation, Time management, Customer service, Physical stamina, Reliability.

Physical demands and work environment

Vehicle and customer locations, in all weather. Requires frequent getting in and out of the vehicle, lifting, and carrying packages.

Pay and benefits

[\$X to \$Y per hour], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$21.57 (BLS OEWS, May 2025, SOC 53-3033, Light truck drivers).
- Median annual equivalent: \$44,870 (hourly median x 2,080 hours).
- Mean annual wage: \$48,770.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Nonexempt (overtime eligible). Duties and pay decide overtime eligibility, not the job title.

Drivers of vehicles weighing 10,000 pounds or less are generally entitled to overtime because of the small vehicle exception to the Motor Carrier Act exemption. If drivers use their own vehicles, reimbursement can't bring pay below minimum wage, and California and some other states require full reimbursement of business expenses. Treating drivers as independent contractors carries real risk under tests such as California's ABC test.

How to customize it

- Say whether drivers use company vehicles or their own.
- State stops per route and route hours.
- Explain how pay and tips work.
- List the vehicle type.

Interview questions

1. How do you plan a route with 80 stops?
2. What would you do if a customer wasn't home for a signature delivery?
3. Tell me about a time you drove in bad weather for work.
4. How do you keep packages organized in the vehicle?

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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