

Truck driver (CDL) 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: [Exempt or nonexempt]
- Pay range: [\$X to \$Y per year]

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 CDL truck driver to deliver freight safely and on time on our [local, regional, or OTR] routes.

What you'll do

- Drive tractor-trailers safely on assigned routes.
- Complete pre-trip and post-trip vehicle inspections.
- Record hours of service accurately in an electronic logging device.
- Load, secure, and unload freight, or oversee loading.
- Deliver freight on schedule and collect required documents.
- Communicate delays, issues, and accidents to dispatch.
- Follow DOT, FMCSA, and company safety rules.
- Keep the truck clean and report maintenance needs.

What you'll need

- Valid Class A commercial driver's license.
- Current DOT medical certificate.
- Clean driving record that meets our insurance requirements.
- Ability to pass DOT drug and alcohol testing and an FMCSA Clearinghouse query.

Nice to have

- [One] or more years of tractor-trailer experience.
- Hazmat, tanker, or doubles endorsements.
- Experience with [freight type].

Skills

Safe driving, Hours of service compliance, Inspection, Time management, Customer service, Independence.

Physical demands and work environment

Truck cab and customer sites. Requires long periods of sitting, climbing in and out of the cab, securing loads, and time away from home for regional and OTR routes.

Pay and benefits

[\$X to \$Y per year], 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: \$28.19 (BLS OEWS, May 2025, SOC 53-3032, Heavy and tractor-trailer truck drivers).
- Median annual equivalent: \$58,640 (hourly median x 2,080 hours).
- Mean annual wage: \$59,710.
- 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: Depends on duties. Duties and pay decide overtime eligibility, not the job title.

Interstate drivers are often exempt from FLSA overtime under the Motor Carrier Act exemption, Section 13(b)(1), but the small vehicle exception restores overtime for employees who drive vehicles weighing 10,000 pounds or less in some workweeks. Some states don't follow the federal exemption for intrastate drivers. Employers must run pre-employment drug tests and query the FMCSA Drug and Alcohol Clearinghouse before a CDL driver performs safety-sensitive work.

How to customize it

- State route type and typical home time.
- Explain pay method and average weekly pay.
- Describe the equipment and its age.
- List sign-on bonus, benefits, and safety bonus details.

Interview questions

1. Walk me through your pre-trip inspection.
2. Tell me about a time weather or traffic put a delivery at risk.
3. How do you manage your hours of service on a long run?
4. What would you do after a minor accident at a customer site?

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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