

## JOB DESCRIPTION

**Position: Safety Manager**

**Report directly to the V P Operations**

**Hours: 8 am – 5:00 pm This position is a salary position**

- **Coordinate and conduct new hire and driver safety orientations for all company drivers and owner/operators. Coordinate paperwork for internal departments, obtain necessary background checks, MVR's and other internal checks for employment.**
- **Provide drivers with ongoing training and necessary paperwork for DOT/FMCSA compliance**
- **Oversee mandated drug and alcohol consortium**
- **Process and record TSA applications, testing and correspondence. Represent the company during TSA audits. Institute on-going changes regarding TSA updates.**
- **Coordinate and provide site safety inspections and insurance audits. Ensure compliance to federal, state, local and company standards.**
- **Attend insurance safety meetings and DOT seminars relating to work**
- **Investigate and analyzing accidents involving injury or property damage. Maintain all necessary records**
- **Maintain tax fuel program, filing all state and federal reports. Represent the company when there is a 3<sup>rd</sup> party provider: example: J J Keller Fuel tax. Process statements from 3<sup>rd</sup> party provider.**
- **Complete HAZ MAT training for all CDL holders. Ensure company compliance regarding HAZ MAT authority.**
- **Representing the company during federal and state audits**
- **Maintain driver qualification files**
- **Maintain vehicle maintenance files for company and owner/operators**
- **Investigate and manage Workmen's Comp claims**
- **Ensure all drivers receive entry level health benefits and supplemental insurance**
- **Assist in the company environment by attending company driver meetings, maintaining driver and company supplies, assisting with office equipment as needed.**
- **Assist VP Operations and remote locations in recruiting and retention of all new hires.**
- **Assist top management in preparing safety policies and procedures**
- **Ensure warehouse cleanliness**
- **Assist Franchise offices with issues and/or questions as needed**
- **Participate in the Safety Assessment Team**

- **Other duties and special assignments, as needed.**

**Skills:**

- **Knowledge of Federal DOT regulations governing safe driving, hours of service, inspections and maintenance**
- **Knowledge of drug and alcohol testing procedures**
- **Excellent communication skills**
- **Ability to read and interpret documents regarding safety rules and regulations**
- **Ability to utilize available time to organize and complete work within given deadlines**
- **Ability to maintain confidentiality of proprietary and driver information**
- **Knowledge of Transportation Software**
- **Minimum Qualifications:**

**Knowledge:**

- **1. At least three (3) years experience in general office responsibilities and procedures.**
- **2. Must be computer literate.**
- **3. Must be a team player with the flexibility to work within a variable dynamic group environment.**
- **4. Knowledge of principles and practices of FMCSA and DOT regulations.**