

# CHIZEK TRANSPORT INC.

<b>Job title</b>	<i>Safety and driver Development Manager</i>
<b>Reports to</b>	<i>Director of Safety</i>

## **Job purpose**

This position deals with orientation class, DQ audits, Road Tests, Special safety training, DOT Compliance, Accident Investigation, pre-trip and hours of service training and audits, DOT Inspection processing, monitoring Vigillo safety platform, assisting in driver hiring and reviews, working with maintenance and operations to agree on solutions that are good for the drivers and company. Report and work with the Director on projects and day to day processes.

## **Duties and responsibilities**

The following are part of the daily routine, but this is not an exhaustive list.

- Monitor and coach DriveCam
- Monitor, audit and coach hours of service
- Prepare and conduct orientations
- Monitor DOT inspections and overweight issues with appropriate follow up and mentoring
- Assist with drug and alcohol screening at all levels
- Create training and driver development protocols
- Assist in school visits and other recruiting opportunities
- Ensure driver candidates are properly greeted and equipment is ready
- Liaise with operations and maintenance on safety issues
- Ensure all in the organization are following all DOT regulations and safe operating practices
- Assist with special projects which include trials and testing of new products
- Work closely with the Director on other safety related concerns

## **Qualifications**

The right candidate should have general knowledge of the trucking industry and DOT regulations. You must possess good communication skills and be able to vary your approach to each individual. Have working knowledge of computer systems (Microsoft) and be able to learn in a changing environment.

Qualifications include:

- College degree is not required, the right skills set, and experience will go a long way
- DOT regulations and the ability to find the proper regulations, DOT hours of service, CSA, and other industry related expertise.
- Able to create training (PowerPoint, Word, Classroom instruction))
- Good, clear and concise communicator, able to explain a task or problem in a number of varying ways
- A positive and outgoing demeanor (important in training and speaking to drivers)
- Any certifications helpful, none are required
- Experience

### **Working conditions**

This is a full-time position, Monday through Friday. Most work will be in the office or classroom with the need to go outside for road tests and specific training. There is a lot of phone work as the role requires coaching of drivers. We are a small office but growing steadily. The safety department will grow as the fleet grows.

### **Physical requirements**

There is no heavy lifting but a CDL class A is preferred. Must be able to work around the equipment and get in and out safely. There will be periods of sitting at your desk as well standing for periods of time in the classroom.

### **Direct reports**

This position has no direct reports.

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<b>Approved by:</b>	<i>Director of Safety</i>
<b>Date approved:</b>	<i>2/14/2019</i>
<b>Reviewed:</b>	<i>2/14/2019</i>

<i>Chizek Safety</i>
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