

Position Description

(For electronic versions of this document, please use the tab key to move from field to field)

Position Title:	Safety Manager	FLSA Classification:	Exempt
Department / Location:	Management / Varies	Job Code:	
Completed By:	Human Resource	Date:	November 28, 2011

Title of this Position's Supervisor:	General Manager
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Job Title(s) of Employees that Directly Report to this Position:	May supervise employees with safety and/or driver hiring or training responsibilities (e.g., Location Safety Supervisor, Field Supervisor, Driver Trainers/Instructors). Supervisory responsibility may range from providing work guidance and leadership to full supervisory duties.
Total Number of Employees (direct or through subordinates) Supervised by this Position:	Varies

Job Purpose or Scope:	Manages the safety program for the Company. Ensures compliance with federal, state and local regulations and company policy.
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Major Responsibilities: <i>List in order of importance</i>	1)	Administers driver hiring and compliance process (e.g., interviewing and driver selection; collecting applications; criminal background checks; drug/alcohol testing; fingerprint checks; DOT physicals; TB Skin tests; motor vehicle records checks; I-9 forms).
	2)	Provides direction and guidance to location trainers. Develops and monitors contents of classroom training to ensure compliance. Teaches classes as required. Schedules and conducts re-cert and re-training.
	3)	Investigates incidents, accidents, and work-related injuries including accident investigation, accident reports, accident files, accident register, and follows up with the claims office and adjusters as necessary. Typically determines fault or preventability based on the facts identified at the scene. Provides post-accident counseling with drivers. Retrains drivers as necessary.
	4)	Prepares and submits accident-related compliance forms, maintains files, and enters in DMO, or otherwise submits data to appropriate person or organization.
	5)	Plans, schedules and conducts monthly safety meetings based on region and company safety and safety training goals and objectives. Assists and participates in Safety Action Team meetings. Sets up regular accident review committees to determine preventability of accidents. Responds to appeals from drivers.
	6)	Provides assistance and training to drivers and attendants on passenger management and other safety related issues.
	7)	Performs driver road checks of driver performance (e.g., pre-trip checks-lot-to-school and back; post-trip checks).
	8)	May supervise employees with safety and/or driver hiring or training responsibilities (e.g., Safety Coordinator, Field Supervisor, Driver Trainers/Instructors). Supervisory responsibility may range from providing work guidance and leadership to full supervisory duties* such as hiring, selecting and training; setting and adjusting rates of pay and work hours; planning the work; directing tasks/activities; appraising performance; handling employee complaints; recommending and applying discipline; and monitoring legal compliance measures.
	9)	Provides various reports and analyzes, including safety trends. Develops cost saving recommendations. Performs other duties and projects as assigned.

Describe level of decision making and list examples of common decisions made:	<ul style="list-style-type: none"> • Determines appropriate compliance and administrative forms/requirements and manages the location's safety program based on regulations and company policy. • May modify and deliver safety and driver training, either personally or through staff, based on company policy, region goals and location needs. • May provide work direction to Driver Trainers/Instructors. • May hire drivers based on regulatory requirements, company policy and driver interviews. • May hire, train, and develop employees engaged in safety, driver training and/or compliance processes.
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Minimum Education & Certifications Required:	High school diploma or equivalent
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Experience & Skills Required:	<ul style="list-style-type: none"> • 2 to 3 years transportation, safety or related experience • Knowledge of federal and state rules and regulations regarding safety and environmental issues • Computer literate with working knowledge of Word, Excel and PowerPoint • Ability to effectively prioritize tasks and manage time effectively • Good verbal, written and relational communication skills, with ability to appropriately interact with employees of all levels including drivers, customers, senior management, client representatives, union officials and general public • Fluent in English • Demonstrate regular and consistent attendance and punctuality • Possess working vehicle to travel with in service area as needed
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Physical Requirements & Working Conditions (include amount of travel):	<p>Incumbent must be able to move about the office and in the surrounding company facility outside the office (e.g., bus parking lot); utilize standard office equipment; access filing system/cabinets; and communicate effectively and efficiently in person or by telephone.</p> <p>Must be able to drive company or personal vehicle to investigate accidents, review driver safety performance or handle other company matters.</p>
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List any additional measures applicable to this position (Revenue, Headcount, # of buses; Budgets \$ etc.):	
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Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.

I have been issued a copy of the employee description and job duties and I have read and understand them. I further understand that any violation of these duties may result in disciplinary action as outlined in the general work rules.	
Name: _____	Date: _____
<u>DISCLAIMER STATEMENT</u>	
The above statements are intended to describe the general nature and level of work performed. These are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so qualified.	
Updated November 2011	