



<b>Job Title:</b>	Safety Manager	<b>Job Category:</b>	Managerial
<b>Department/Group:</b>	Operations	<b>Job Code/ Req#:</b>	FORWARD 002
<b>Location:</b>	Houston, TX	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>	Negotiable	<b>Position Type:</b>	Full-time
<b>HR Contact:</b>	John Forward	<b>Date Posted:</b>	03/02/2019
<b>Will Train Applicant(s):</b>	Experienced, Training Provided	<b>Posting Expires:</b>	04/02/2019
<b>External Posting URL:</b>	www.forwardtruckingllc.com		

**Job Description**

Forward Trucking, LLC is seeking a professional, experienced Safety Manager. This position is responsible for ensuring that all DOT, OSHA, federal, state, and local safety and compliance regulations are in place and administered with effectiveness. This position will also be working to build driver loyalty to the company through routine surveys, safety and outreach programs.

**SUMMARY:**

**Essential Duties & Responsibilities ANNUAL FILINGS & INSPECTIONS –**

- Ensure that all drivers have in their possession
- Single State Registration
- Hazardous Material Certificate
- Registrations on all company owned equipment
- Fire extinguisher inspections, including sprinkler system is compliant in our leased space.
- Annual registration for Owner/Operators
- Conduct Owner/Operator tractor inspections on a quarterly basis
- Conduct bi-weekly Truck inspections
- Annual renewal of IFTA License
- Annual renewal of Standard Carrier Alpha Code (PFRE)

**ENSURE DRIVERS COMPLY WITH ALL REGULATIONS INCLUDING BUT NOT LIMITED TO:**

- Daily hours of service requirements
- Monthly Equipment & Maintenance Reporting
- Annual tractor registration/inspections
- Ensure all road side DOT inspections are returned to the DOT and all violations are corrected, counseling and re-education is completed.
- HM126F Training - done every 3 years

**MAINTAINING RANDOM DRUG AND ALCOHOL PROGRAM**

- Administering all random drug and alcohol tests through our outsourced partner.
- Maintaining updates in computer system
- Maintaining up to date listing of results
- Maintaining Drug Program Log



OVERSEE ALL LEASING OF EQUIPMENT AND DRIVERS

- Running of Motor Vehicle Records and screening for problems

MAINTAIN SUPPLY OF HAZMAT PLACARDS TO ENSURE HAZMAT COMPLIANCE ANNUAL SIGNING OF LEASES BY ALL OWNER/OPERATORS

- Running annual Motor Vehicle Records and conducting annual reviews to be completed and signed
- Annual renewal of Owner/Operator contracts

ADMINISTRATION OF ALL COMMUNICATION EQUIPMENT

- Having ELD/dashcams repaired or replaced as needed
- Setting up ELD/dashcams in computer system SAFETY PROGRAM
- Conduct monthly safety meetings and maintain proper records
- Send out weekly Safety messages to Fleet.
- Design and implement a Safety Incentive Program ACCIDENTS AND INVESTIGATION
- Taking initial call on all accidents whether workers compensation, vehicle, spill, etc.
- Investigation of accidents - on the scene in most cases - taking pictures, statements from witnesses, etc.
- Reporting of accident to the insurance company when required
- Setting up accident files, acquiring police reports
- Setting up charge-backs where needed for liability cases
- Represent Pioneer Freight regarding any legal issues for accidents
- Give depositions as required

FILE ALL LOGS, MOTOR VEHICLE INSPECTIONS REPORTS, MONTHLY MAINTENANCE REPORTS, MILEAGE REPORTS

- Maintain accurate dispatch driver boards for each dispatcher.
- Periodic review of driver maintenance and log files.
- Keep CFDS database up to date with all pertinent safety information

DRIVER COMMUNICATION

- Update Driver Orientation Handbook on an annual basis (minimally) to include new and updated permits and operation procedures - distribute and review manual with new drivers
- Ensure driver has a mail box email.
- Maintain a safety bulletin board for driver communication
- Notify drivers of log violations and inform them that they must comply with all DOT and Company regulations TERMINATION OF DRIVERS
- Conduct exit interview
- Collect all company issues equipment and uniform items
- Process all necessary termination paperwork - update/complete file
- Communication to Payroll Administrator

FUEL CARD ADMINISTRATION

- Activate or de-activate cards in computer as required
- Generate weekly reports
- Express check invoice detail



- Daily fuel invoice
- Driver settlement by unit number

**ADMINISTER NASRA OCCUPATIONAL INSURANCE FOR INDEPENDENT CONTRACTORS**

- Contact NASRA when an independent contractor incurs an injury
- Complete necessary paperwork and give to independent contractor Workers Compensation
- File workers compensation reports when an injury occurs
- Follow up with injured employee and assist in getting them back to work
- Communicate with physicians as needed for injured employees
- Post annual OSHA 200 Form
- PROVIDE STATE DOT PERMITS FOR DRIVERS

Reviewed By:	John Forward	Date:	03/02/2019
Approved By:	John Forward	Date:	03/02/2019
Last Updated By:	Jacqueline Mitchell-Boyd	Date/Time:	03/02/2019 7:50 am