

Burlington Trailways Security

SUMMARY :

The Security Coordinator and or assistant will conduct nightly patrols when our facilities are usually empty or on a minimum manning basis. The Security Coordinator will work directly with our chief of Safety in advising senior management on the following:

- Answers security questions for management: i.e. Swine Flu, suspicious employees, suspicious activities, specific threats against personnel, vehicles and properties
- Government programs and initiatives from the state and federal government as well as government agencies
- Review and make recommendations on any new security laws and recommended practices
- Advise management on security expenditures for annual grant programs
- Oversee the Security plan, training and exercise program for the company
- Review and make recommendations on any new security equipment
- Available on an on call basis for any emergency response like terrorist attacks

Studies federal security regulations and restrictions relative to company operations.

Directs activities of personnel in developing company security measures which comply with federal regulations.

Consults with local, district, or other federal representatives for interpretation or application of particular regulations applying to company operations.

Directs and coordinates activities of personnel in revising or updating security measures due to new or revised regulations.

Requests deviations from restrictive regulations that interfere with normal operations.

Establishes operational procedures for activities such as, guarding and patrolling physical property, orienting and monitoring of personnel involved with classified information, and investigation of accidents and criminal acts.

Confers with representatives of management to formulate policies, determine need for programs, and coordinate programs with plant activities.

Confers with representatives of local government to ensure cooperation and coordination of plant activities with law enforcement and firefighting agencies.

Reads posted orders, emails or information to ascertain personnel requirements and notifies employees of work assignments and changes in instructions by telephone.

Patrols, periodically, buildings and grounds. Patrols should not be completed at the same times every shift. Patrols should occur between 0200 and 0400 generally.

Monitor security camera's for company locations taking appropriate action when necessary.

Examines doors, windows, and gates to determine that they are secure.

Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, and apprehends or expels persons engaging in suspicious or criminal acts.

Inspects equipment and machinery to ascertain if tampering has occurred.

Examines doors, windows, and gates to determine that they are secure.

Records data such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, for use of supervisory staff.

Watches for and reports irregularities such as fire hazards, leaking water pipes, and security doors left unlocked.

Observes departing personnel to guard against theft of company property.

Permits authorized persons to enter property.

Studies physical conditions, observes activities of operations.

Inspects premises to determine security needs.

Devises solutions to security problems.

Analyzes compiled data and plans and directs installation of electronic security systems such as closed circuit surveillance, entry controls, burglar alarms, ultrasonic motion detectors, electric eyes, and outdoor perimeter and microwave alarms.

Analyzes security needs, estimates costs, and presents proposal to management.

Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons.

Reports criminal information to authorities and testifies in court.

Prepares detailed reports concerning matters investigated.

Patrols lobbies, corridors, and public rooms, confers with management, interviews guests and employees, and interrogates persons to detect infringements and investigate disturbances, complaints, thefts, vandalisms, and accidents.

Patrols public areas to detect fires, unsafe conditions, and missing or inoperative safety equipment.

Warns or ejects troublemakers, and cautions careless persons.

Assists management and enforcement officers in emergency situations.

Dispatches interstate or long distance motor coaches according to schedule and oversees motor coach operators and motor coach attendants while they are at the terminal.

Assigns motor vehicles and operators for conveyance of freight or passengers.

Authorizes, regulates, and controls commercial motor coach trips according to government and company regulations to expedite and ensure safety of the trip.

Receives and records requests for emergency road service from motor coach operators or other companies, and dispatches assistance as needed.

Coordinates activities of workers engaged in receiving emergency or nonemergency calls, dispatching personnel and equipment, and providing pre-arrival instructions to callers. Filling out proper forms.

Dispatches workers to service and repair vehicles.

Dispatches workers and equipment to prevent or rectify service disruptions.

The dispatcher will do this by performing the following duties.

Issues orders for station departure of buses at specified hours, according to schedule.

Arranges for extra buses and drivers in case of accidents or heavy traffic.

Inspects drivers' appearance and physical condition prior to dispatch.

Determines purpose, destination, dates and time of trip, and number of passengers to select appropriate motor coach for trip.

Prepares rental or charter forms for after hour emergency trips.

Informs other workers to fuel, clean, and move motor coaches to ready line for outgoing trips.

Requisitions and keeps records of supplies.

Provides drivers with weather forecasts and motor coach specifications.

Analyzes and evaluates meteorological information such as speed and direction of winds, visibility, and presence of storms, to determine potential safety of trip and desirable route.

Computes amount of fuel needed according to type of motor coach and distance of trip to ensure motor coach can make it to next fuel stop.

Delays or cancels runs if unsafe conditions prevail.

Recommends route alterations such as changing course, canceling stops, or taking extra fuel.

Prepares log of trips, delays, and cancellations, and lists reasons for changes in schedules.

Answers telephone and obtains and records on proper form such information as name of driver, location of disabled vehicle, and nature of vehicle malfunction.

Locates site of stranded vehicle.

Relays information to service station or tow truck in motor coaches vicinity.

Maintains records of road service calls.

Prepares work schedules to ensure that sufficient shift personnel are available for workload demands.

Reviews dispatch operations to identify technical and operational training needs and recommend operational improvements.

Assigns duties and examines work for conformance to policies and procedures.

Coordinates emergency calls and relays information and assistance requests involving other motor coach companies.

Tests, inspects, and operates radio, telephone, computer, and other equipment as needed.

Prepares, reviews, and maintains reports, statistics, and records.

Maintains radio contact with drivers within range to assist in communications.

Records time, location, and nature of trouble and relays information to workers assigned to assist with situation.

Receives work reports and makes reassignments.

Relays and records all messages between operators and agents concerning operations.

Requisitions supplies.

Compiles list of available vehicles.

Assigns vehicles according to factors such as length and purpose of trip, freight or passenger requirements, and preference of user.

Issues keys, record sheets, and credentials to drivers.

Records time of departure, destination, cargo, and expected time of return.

Investigates overdue vehicles.

Directs activities of drivers by two-way radio and telephone.

Confers with customers to expedite or locate missing, misrouted, delayed, vehicles.

Determines and schedules orders according to urgency.

Receives check in calls from operators by radio, telephone, or in person.

Informs workers of type and location of work to be performed and dispatches workers to job.

Arranges for relief motor coach operator.

Receives reports of actual or anticipated disruptions and determines action required to rectify condition.

Coordinates movement of workers and equipment throughout system.

Listens to radio traffic reports to alert Traffic Inspector of conditions affecting schedules.

Records service disruptions, time, and action taken.

Report suspicious activities and complete all required checklist from dispatch checklist binder.

Organize dispatch information to include drivers days on and off in a way that others can use and decipher when no other dispatcher is available.

Notify management of ways to improve operations based off of experience in dealing with different situations.

Print Name

Signature

Date