



Job Title:	Safety and Compliance Coordinator	Job Category:	Salary, Exempt
Department/Group:	Safety	Reports To:	President, Executive Vice President, & General Manager
Location:	West Burlington, IA	Travel Required:	33.3%
Position(s) Supervised:	All Staff for safety and compliance concerns	Position Type:	Full-Time

Applications Accepted By:

FAX OR EMAIL:

319-753-2916
 ccherry@burlingtontrailways.com
 Subject Line: Safety and Compliance Coordinator

MAIL:

Human Resources
 Burlington Trailways
 PO Box 531
 West Burlington, IA 52655

Job Description

SUMMARY

To train new and existing employees on local, state, federal laws, company procedures, and policies as they relate to the safety and security of Burlington Trailways. To verify employee compliance with directives and laws. To research, investigate, and complete all paperwork and documentation regarding performed duties and recommend improvements to management.

REASONABLE ACCOMMODATIONS STATEMENT

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

INCIDENT/ACCIDENT:

- Ability to respond to all motor coach accidents – identify root-cause factors
- Review accident reports – make recommendations on chargeability and retraining
- Investigate bus damage reports
- Schedule and conduct accident reviews with management and trainers
- On scene accident investigation and follow-up with regard to securing the motor coach and passenger items, when applicable
- Coordinate with insurance company during the entire accident/incident investigation and provide regular and thorough communication/updates to the insurance company, while simultaneously keeping management apprised of all information, including from the insurance carrier, throughout the entire stage of the investigation process
- Request, review, and evaluate video, witness statements, and other evidence for all incidents/accidents in a timely manner.
- Create and maintain system to track accidents/incidents to be used for office purposes.
- Challenge negative reports within the DATA Q system and SMS

TRAINING:

- Conduct quarterly safety committee meetings
- Recommend driver retraining, if necessary
- Maintain Emergency Action Plan for all locations
- Manage/conduct the development of safety training programs and monitors on-going safety compliance
- Conduct quarterly company-wide safety training. Coordinate with department leaders for content to include in training.
- Maintain all staff compliance with Burlington Trailways' Learning Management System (LMS). Communicate with staff as necessary so all classes are completed timely.

DRUGS AND ALCOHOL:

- Oversee the driver and non-driver drug pool, make adjustments as needed each quarter
- Monitors drug testing collection in compliance with DOT regulations collection procedures, and ensures all reasonable suspicion training is up to date
- Manage the SAP program for eligible employees
- Annually review the Drug & Alcohol Policy with Human Resource
- Ensure all related files are kept up-to-date (such as required testing site documents, etc.)
- Create and maintain drug and alcohol violation list

REGULATIONS/CONFERENCES:

- Responsible for DOT, Federal, State and local compliance issues throughout the company
- Ability to attend national and state safety council meetings and participate in bus industry safety council, CVSA and national safety council meetings to learn latest safety regulations
- Provide company opinions on proposed regulations
- Liaison with state and federal agencies for regulations and policies
- Be familiar with Federal and State regulations, including Hours of Service and notify management of any concerns.
- Discuss safety concerns with employees to ensure the safest operation possible
- Perform facility visits/inspections and direct periodic self-inspections in accordance with company policy and OSHA standards
- Recommend related corrective actions as necessary and provide subject matter expertise in OSHA compliance issues
- Implement processes to ensure audit requirements are successfully passed – report results to management
- Complete a job hazard assessment for each employee position and if a change in duty occurs. Provide training as necessary
- Be aware of legislation and regulation related to the industry. Evaluate the impact of changes and partner with management to make appropriate changes to policies, standards, processes, and practices

GENERAL:

- Read, review, and organize all emails
- Check and address all voicemails timely. Must clear all voicemails off phone weekly at a minimum.
- Work with HR to recommend disciplinary or corrective action in response to safety violations

- Must have excellent project management, time management, and organization skills
- Ability to independently operate Bus Simulator
- Maintain a vulnerability assessment. Review annually, update this assessment as needed, every three years at a minimum
- Maintain a Security Emergency Plan. Review annually, update this plan as needed, every three years at a minimum
- Maintain a master list of all safety and security plans in effect and their revision dates, update list and plans as required
- Recommend measures to help protect workers from potentially hazardous work methods, processes, or materials.
- Perform FTA/FMCSA Safety Sensitive Functions. (Controlling dispatch or movement of a revenue service vehicle.)
- Other duties as assigned

COMPETENCY STATEMENT(S)

- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Autonomy - Ability to work independently with minimal supervision.
- Reliability - The trait of being dependable and trustworthy.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Ambition - The drive to achieve personal advancement.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Presentation Skills - Ability to effectively present information publicly.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.

- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Accuracy - Ability to perform work accurately and thoroughly.
- Decision Making - Ability to make critical decisions while following company procedures.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Deductive Reasoning - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma required; continued education preferred

Must stay current with DOT and TSA regulations

Prefer 5+ years fleet experience and/or substantial transportation/industrial safety experience

Specialized training or formal education in DOT safety preferred

OSHA 30

PREFERRED SKILLS

Basic computer knowledge

Ability to use computer programs with training

Must be proficient with Microsoft Office Products

Prefer HAZMAT knowledge for transportation fleets

Previous experience in a safety field preferred

PHYSICAL DEMANDS

- | | | |
|---------------------------|---|--|
| N (Not Applicable) | • | Activity is not applicable to this position. |
| O (Occasionally) | • | Position requires this activity up to 33% of the time (0 - 2.5+ hrs./day) |
| F (Frequently) | • | Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day) |



C (Constantly) • Position requires this activity more than 66% of the time (5.5+ hrs./day)

PHYSICAL DEMANDS

LIFT/CARRY

Stand	O	10 lbs. or less	F
Walk	O	11-20 lbs.	F
Sit	C	21-50 lbs.	O
Manually Manipulate	F	51-100 lbs.	O
Reach Outward	O	Over 100 lbs.	O
Reach Above Shoulder	O		
Climb	O		
Crawl	O		
Squat or Kneel	O	12 lbs. or less	F
Bend	O	13-25 lbs.	O
Grasp	O	26-40 lbs.	O
Speak	F	41-100 lbs.	O

PUSH/PULL

ADDITIONAL NOTES

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

EQUAL EMPLOYMENT OPPORTUNITY

Burlington Trailways is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, pregnancy (including childbirth, lactation or related medical conditions), age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.