



Job Title:	Safety and Compliance Coordinator	Job Category:	Salary, Exempt
Department/Group:	Safety	Reports To:	President, Executive VP, COO
Location:	West Burlington, IA	Travel Required:	25%
Position(s) Supervised:	All Staff for safety and compliance concerns	Position Type:	Full-Time

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 create, revise, and maintain company safety programs. 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

TRAINING:

- Conduct quarterly safety committee meetings
- Maintain Emergency Action Plan for all locations
- Manage/conduct the development of safety training programs and monitors on-going safety compliance
- Conduct 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.
- Conduct and maintain TSA Training to security sensitive employees

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:



- 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
- 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
- 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

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, preferred

Specialized training or formal education in DOT safety, preferred

OSHA 30

PREFERRED SKILLS

Ability to use industry specific computer programs with training

Must be proficient with Microsoft Office Products

Prefer HAZMAT knowledge for transportation fleets



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		

PUSH/PULL

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

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.