

Safety Compliance Analyst

Essential Job Duties/Responsibilities

DOT Hours of Service Compliance

- Manage Daily Operator HOS Violations
- Manage Operator Score Cards
- Manage all compliance reports required of DOT
- Manage all hardware of compliance provider
- Manage DOT Operator files
- Manage Operator quarterly and annual reviews
- Responsible for DOT orientation training for all new hires

Safety and Security Compliance

- Manage DOT and other random drug and alcohol screenings
- Oversee all accidents and injuries to include investigation
- Oversee on-site security system

Fuel

- Responsible for on-site fuel system
- Responsible for off-site fuel vendors
- Ability to analyze fuel usage reports and make recommendations

Miscellaneous

- Analyze wash-bay records
- Miscellaneous other office duties assigned

Experience/Knowledge/Skills:

- 5+ years of transportation experience
 - Strong understanding of FMCSA regulations
 - PC experience to include Microsoft: Excel, Word, and PowerPoint
 - Work schedule flexibility to include possible weekends and long hours
 - Ability to analyze data and make sound recommendations to Management based off of analysis
 - Strong written and oral communications skills
 - Strong Leadership and Team building skills
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