

## **Transportation Coordinator**

The Transportation coordinator will manage and coordinate the day to day transportation needs as it relates to staff, equipment, supply, compliance, and safety. This person must have knowledge in FMCSA rules and regulations for all commercial vehicles including hazmat transport. You are to be familiar with requirements set forth by the FMCSA as it relates to Hours of service, load securement, drug and alcohol testing, licensing, and weight ratings. When needed, this position will serve as a backup to the Equipment Manager.

Responsibilities include:

- Assisting in the hiring and training of drivers
- Update and Monitor Driver Qualification Files
  - MVR's
  - Health Cards
- Query/Update the Drug and Alcohol Clearinghouse
- Dispatching legal and oversize loads
- Permitting oversize loads
- Arrange trucking of supplies to our jobs
- Gather information and file quarterly IFTA reports
- File quarterly SD fuel report
- Monitor CSA and formulate policy to reduce score.
- Update Driver's training and reference manual.
- Develop and coordinate training for our current drivers.
- Manage the use and operation of the Electronic Logging Devices.
- Follow up and resolve with driver complaints from the public.
- Special projects assigned by the Equipment Manager or Shop Manager.
- Ensure Compliance with company policies
- Coordinate with the shop to ensure proper equipment maintenance on all vehicles.
- Ensure proper daily reporting is being done on all transportation equipment.
- Conduct safety audits on trucks and trailers.