



SOUTHEASTERN STAGES

TITLE: DRIVER TRAINING AND COMPLIANCE COORDINATOR
REPORTS TO: OPERATIONS MANAGER
DEPARTMENT: OPERATIONS
FSLA STATUS: EXEMPT
POSTING DATE: SEPTEMBER 2015

POSITION SUMMARY:

Identify, limit and/or eliminate hazards which reduce profitability through increased costs of employee injury or illness, passenger litigation, or regulatory penalty. Lead the driver training program through the development and establishment of policies, procedures and program objectives and curriculum. Conduct driver safety audits. Conduct all incident/accident investigations and make improvement recommendations to SES management. Ensure regulatory compliance for all SES vehicles and drivers. Collaborate with the Operations Division in their follow-through and enforcement of safety procedures.

MAJOR AREAS OF RESPONSIBILITY INCLUDE:

- **TRAINING:** Coordinate and manage a driver training program that furnishes SES with employees who are professionally competent drivers of motorcoaches, mini-buses, vans, or other company-owned vehicles. Conduct training of Driver incumbents on a regular basis. Training enhances the ability of the Driver to perform their tasks by identifying the skills and knowledge that successful Drivers use. It also incorporates training exercises designed to develop these skills into the Professional Defensive Driving Program (PDDP), and local continuing educational programs.
- **DRIVER SAFETY AUDITS:** Enhance the quality of the SES product through safety audits of Driver work performance. Safety evaluations are accomplished by riding on the various routes, transfers and non-revenue vehicle moves, and discussing areas of improvement with the Driver incumbent.
- **REGULATORY COMPLIANCE:** Ensure compliance with all DOT, State and OSHA regulatory policies. Conduct random spot checks to ensure staff and facility compliance with appropriate codes, laws or regulations.
- **REDUCE DRIVING HAZARDS:** Reduce or eliminate hazards at all highway and local photo, attraction, rest stops, or facilities utilized by SES through on-going evaluation. Recommend and/or initiate corrective action as hazards are identified. Provide site checks as necessary for future trips into unknown areas of operations.
- **INVESTIGATION:** Investigate and report results for all vehicle accidents, incidents, passenger injuries and employee injuries. Determine future preventability of similar accidents. Recommend what type of mitigating action and/or disciplinary action should be taken. Provide necessary documentation to the Operations Manager. Follow-up on claims to execute best results for Southeastern Stages.

QUALIFICATIONS:

- Minimum education requires an undergraduate degree or professional certification.
- Minimum of 3-5 years' experience in a transportation-related field and background in driver training and incident/accident investigations is required. 2-3 years of actual driving experience within the travel/transportation industry is also required. Minimum of a CDL Class B license with air brake and passenger endorsements is required.

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- Experience should include fleet management, mechanical background/skills, defensive driving course, train-the-trainer course, CPR training, and accident investigation.
- Communication skills require the ability to provide explanation of very complex or technical matters to people with little or no background in the area under discussion.
- Should be able to type 40 wpm, and must possess working knowledge of computer software, i.e.; Word and Excel.
- Writing skills require the ability to write text designed to persuade and/or instruct.
- Quantitative skills require the ability to perform algebraic, trigonometric or geometric operations.
- Interpersonal skills often require ability to satisfactorily resolve issues.
- Overall knowledge and skills requires the full working knowledge of a recognized discipline which includes a basic understanding of the principles and theory; or a general understanding and knowledge of more than one related discipline.
- Responsible for planning and performing a wide variety of duties requiring independent action working toward general results; responsible for meeting different conditions, making decisions based on precedents and company policy.

WORKING CONDITIONS:

Duties and responsibilities are generally performed in a combination of office and outside environments. Must be willing to travel to throughout the Southeast US as deemed necessary by Management.. Environmental conditions generally include ambient to cool inside temperature, all noise levels, occasional use of required protective clothing, automobile and/or airplane transport and an irregular work schedules including hours of darkness. Physical demands generally include heavy lifting (40+ lbs.). Mobility demands generally include occasional sitting and occasional standing. Combination activities generally include occasional operation of complex equipment and occasional operation of light machinery. Sensory demands generally involve a computer terminal, printers, telephone operations, and digital photographic equipment.