

Position Title:	Commercial Driver and Vehicle Safety Compliance Manager	Location:	
Department:	Health and Safety department	Wage Grid:	Confidential
Reports to:	Corporate Health and Safety Manager	Direct Report:	none

Highline Vision and Values:

We aim to passionately nourish people, community and environment, through embracing our core values which include:

We do the right thing, always. We lead the way. We are fanatical about quality. We are transparent in our relationships. We always consider the human element. We embrace diversity and inclusion.

Position Summary:

The role must have the ability to oversee and manage compliance of regulated drivers/vehicles across the company, including those in both production and delivery. handle operations aspects and work closely with the Director of Supply Chain and any new Vehicle Maintenance Director.

Expected Outcomes:

1. General Duties

- a. Maintain a corporate Commercial Driver and Vehicle Safety and Compliance Program
- b. Monitor and manage the provincial carrier registrations (CVOR, NSC, etc.)
- c. Manage and oversee all record keeping requirements including driver files, hours-of-service records, daily vehicle inspection reports, and vehicle maintenance records.
- d. Co-ordinate a program to obtain and review commercial driver abstracts at regular intervals.
- e. Manage driver qualification requirements including monitoring licensing status and assist with commercial driver drug and alcohol testing programs.
- f. Manage corporate commercial driver training programs.
- g. Manage corporate commercial driver road testing programs.
- h. Co-ordinate incident investigation and follow-up for any inspections, convictions, collisions, or near misses.
- i. Monitor and document hours-of-service compliance.
- j. Manage or work with the appropriate program area to manage corporate commercial vehicle preventative maintenance programs and annual inspection programs.
- k. Monitor daily vehicle inspection compliance.
- l. Manage or work with the appropriate program area to manage vehicle licensing including the International Registration Plan (IRP), International Fuel Tax Agreement (IFTA), and other permitting requirements as needed.
- m. Manages the company commercial driver drug and alcohol program
- n. Organize or conduct internal self-audits

2. Leadership & Code of Conduct

- a. Embrace and support the Highline culture and values, acting as brand ambassador at all times
- b. Interact with others in a manner that promotes respect, confidentiality and dignity
- c. Develop and actively foster an engaged work force, displaying professionalism at all times

3. Safety

- a. Adheres to the Safety Policies, including the use of proper Personal Protective Equipment (PPE) and other safety equipment
- b. Reports unsafe conditions immediately to the supervisor
- c. Reports all incidents, injuries and near misses to the supervisor immediately
- d. Cooperates in the Early and Safe Return to Work Program if an injury or medical illness requires accommodation

Qualifications & Experiences:

- A. Minimum 3 years of transportation Industry experience
- B. 1-year verifiable experience in safety & compliance.
- C. Extensive understanding of all transportation regulations
- D. Commercial class license an asset
- E. Available to work on some weekends if required
- F. Educational requirements as required

Required Training:

Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, AODA, WHMIS, Incident Response and Reporting, Emergency Response Plan, Return to Work and Disability Management, Ergonomic Policy and the Highline Stretching Program, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Health and Safety Policy and MOL Worker Awareness.

- Commercial driver hours-of-service
- Daily vehicle inspections (practical component with company vehicles should be included)
- Collision avoidance or defensive driving
- Introduction to carrier monitoring programs
- Cargo securement (optional)

Other training as identified from time to time by the company.

Working Conditions:

May require holiday, weekend and/or evening work
Requires willingness to work a flexible schedule and to be available as needed

This job description should not be construed as an exhaustive list of duties and responsibilities to be performed by persons assigned to this position. It is not intended to limit or in any way modify the right of the manager or supervisor to assign, direct, or control the work of associates under his or her supervision. Job descriptions may be revised at any time during the course of employment as required.

Print Name

Signature

Date