

Sunrise Express

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Safety Compliance Assistant

Description

Sunrise Express is looking for an enterprising individual to become a valued member of our Safety Department. We are seeking someone who can immerse themselves into the role, and who has the ability to interact with drivers and management on an interchangeable basis.

Responsibilities

Entering incidents into system and closing them when needed; auditing trip envelopes for accuracy of route lines, paid miles, and reimbursements; monitoring fleet cameras on a daily basis; conducting safety walkthroughs to assist with OSHA compliance; DOT hours of service auditing and compliance; and taking first reports of injuries.

Qualifications

Strong verbal and written communications skills; past experience of data input and working in an office environment; a background in transportation, while not required, is preferred; a willingness to take after hours calls to assist drivers; and a working knowledge of Microsoft Office.

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Hiring organization

Sunrise Express

Date posted

June 28, 2023