JOB DESCRIPTION

Position Title: DRIVER MANAGER – WEEKEND NIGHT MGR

Exempt: xxx Non-Exempt: _____ Hourly: ____

General Summary: Fleet Managers insure safe on-time delivery for various customers while maximizing the productivity and profitability of an assigned fleet of over-the-road, van, flatbed or bulk trucks. Fleet Safety Managers create a positive quality of work for drivers and provide safe and effective driver management to enhance retention. Additionally, they insure adherence to company policies and procedures. The Fleet Manager reports to the Terminal Manager.

Scope of Responsibility:

Driver Related:
- Insure driver success through relationship building, effective communication, positive recognition and timely addressing of issues (personal and performance related)
- Provide complete load information, including routing and directions to ensure drivers are fully prepared for work assignment
- Assist/coach drivers on time management issues, i.e., departure times, driving time management to insure on-time delivery, split sleeper logging, and off-duty/work activity that will result in adequate rest time
- Assist/coach drivers accurate and timely Qualcomm usage.
- Monitor all Qualcomm messages and incoming phone calls to address issues regarding driver HOS/compliance, Qualcomm entries, breakdowns, customer inquiries, etc.
- Listen and communicate effectively with other non-driving staff; function as a liaison between the driver and other departments to facilitate problem resolution

Safety Related:
- Conduct accident/incident interviews with drivers and the Safety Department
- Interact regularly with the Safety Department and the Log Audit Department
- Insure compliance with Hours of Service regulations and other DOT mandates
- Attend and participate in safety functions

Operational Related:
- Monitor out-of-route mileage
- Meet outlined objectives for revenue per mile, revenue per truck, revenue per day and empty mile ratio
- Maintain complete and accurate documentation of freight movement
- Schedule preventative maintenance for assigned tractors/drivers; coordinate with shop schedule and driver availability
- Monitor critical loads, be able to determine when a recovery plan is needed, and be able to execute plan to ensure on-time delivery or to achieve other objectives.
**Decision Making:** First and foremost, safety does come first in all situations. Driver Managers are empowered to make decisions that are aligned with the company mission, values, and operational objectives.

**Authority:** Scope of authority revolves around the safe and effective utilization of D.M. Bowman resources following the company values and operating principles.

**Communication:** Communication must be tactful, respectful, clear and precise. A keen sense of employee's emotional state is essential necessitating excellent listening skills. Establishment and maintenance of company and driver confidentiality is critical.

**Education:**
4 year undergraduate degree in business or related field, or, minimum 2 years safe driving combined with previous management/supervisory experience and training. Continued training in: computer applications, management, and leadership skills

**Experience:**
Some supervisory/management experience preferred. Must be an effective user of the Microsoft Office Suite (Word, Excel and Outlook), have past experience in and AS400 environment and be proficient at map reading. Must be familiar with Hours of Service regulations, Department of Transportation regulations and OSHA.

**Certification:**
Not applicable.

**Physical Requirements:**
Able to sit for extensive hours (est. 50-60hrs week). Communicate using telephone and computer technology.

**Other:**
Administer and insure adherence to the following “Driver Manager Safety Checklist for Drivers Changing Equipment Types”. Must be able to work with a minimum of supervision and in an independent manner within a team environment.

**Driver Manager Safety Checklist for Drivers Changing Equipment Types**

D.M. Bowman, Inc. has been experiencing an increasing degree of flexibility pertaining to the assignment of current drivers in multiple divisions and/or with multiple equipment types. Such a change can be beneficial for all involved if it is done safely.

The first step in the process is to make sure that the driver has been properly cross-trained to safely do the job he/she is being asked to do. *Many of our applications have specific training modules that must be completed before a driver is newly assigned to the task.* All of our applications require that we assure ourselves that the driver in question is fully trained and qualified before being assigned to a new or unfamiliar task. The remainder of information provided in *this communication assumes that the driver has already been properly cross-trained.* See your safety supervisor if you have any questions about division-specific issues.
Driver Managers need to remain proactively involved in addressing the safety concerns when a driver is moved to a piece of equipment that he or she has not recently operated. The following checklists have been created to provide the driver manager with information about the differences from one equipment type to another. The driver manager is to review the bulleted list with the driver upon dispatch whenever a driver has been assigned to an equipment type that he or she has not operated recently. Don’t underestimate the power of increasing safety awareness through concerned reminders. It is our responsibility to help our drivers succeed in all that we ask them to do.

1. **Sleeper Cabs vs. Day Cabs**
   - Utilize the mirror-check station to make sure mirrors are properly adjusted and to learn the differences in visibility/blind spots. Visibility is not as good in a sleeper-equipped tractor.
   - Sleeper trucks are longer and require a greater turning area.
   - Cab extenders on sleepers are easily damaged when jacking too tightly.

2. **Flatbeds**
   - Utilize the mirror-check station to make sure mirrors are properly adjusted and to learn the differences in visibility/blind spots.
   - Avoid climbing on the load. If you must climb onto the load, use three-points-of-contact at all times. Make use of portables ladders when available. Climb up and down from the front or rear of the load rather than side of the load. Have a planned route to get down off of the load. Avoid working near the edges when on the load. Do not jump from the load or trailer. Watch footing when on the load. Test the footing for weight bearing ability before taking a step.
   - Inspect chains, straps, binders, etc. for damage. Know what the Working Load Limits are. Use cargo protection devices as suggested/required. Do not throw straps/chains over the trailer without first making sure the area is clear. Check the load before removing any straps or tiedowns, the load may have shifted in transit.
   - Cargo securement issues – be sure you know how to properly secure your cargo. Call if you need help or don’t know how to deal with a certain type of cargo. Be aware that newer regulations provide cargo securement rules for specific commodity types. Avoid lifting tarps. Know the proper methods. Try to have the loader place them on top of the load.
   - Know the proper unloading procedures for the product you are hauling – ask questions. Stay away from pinch points and do not work on the opposite side of the loader/unloader without eye to eye contact. Make sure the driver has required personal protective equipment (PPE) and footwear.
   - Understand the differences in load weight distribution for a spread-axle trailer. Flatbed trailers are more likely to roll on the fifth-wheel when executing sharp turns. Spread-axle flats will off-track more due to axle spacing and must be turned less sharply to prevent excessively damaging the tires.

3. **Vans**
Utilize the mirror-check station to make sure mirrors are properly adjusted and to learn the differences in visibility/blind spots.

Use three point of contact when getting into or out of the trailer. If possible, leave one trailer door latched and use it as a handhold. Trailer doors on vans create additional hazards. Open one door at a time, if possible. Be sure to stand to one side, assure that freight has not fallen against the doors, and be prepared to get out of the way. Make sure the trailer doors are properly secured after opening. Watch your trailer doors and the trailer doors of other trucks in the dock area.

Be alert for a fixed trailer height of 13'6". Be especially alert when going under bridges, through tunnels, etc. Trailer tail-swing will be dramatically increased when the trailer axles are moved forward. The driver should understand the markings on the trailer sliders for bridge laws. The driver must know how the slide tandems to properly axel the weight. Movement of the trailer axles also affect turning characteristics.

Van work will involve more frequent and more demanding backing efforts. The driver will need to increase alertness, watch for other activity in the area, and get out and look much more often. A frequent mistake in van applications is to jack the truck and trailer to tightly causing damage to the rear tractor fairing and to the trailer.

The driver must be aware of the methods used to secure products within the van trailers. If you don't know, call and ask questions. The trailer must be inspected for any damage (floor, exterior, interior, leaks). Walk the interior of the empty trailer and inspect for any signs of damage or pinhole openings that will allow seepage of water into the trailer. Pull any nails that may be left in the floor of the van.

Some van applications will require hand unloading and the use of pallet jacks, ramps, etc. The driver needs to watch footing. Proper lifting techniques must be used.

### 3.a. Pup trailers & Doubles

- Utilize the mirror-check station to make sure mirrors are properly adjusted and to learn the differences in visibility/blind spots.
- Includes all van hazards with the exception of increased tail swing.
- Pups – react much more quickly when backing.
- Doubles – no backing. When parking or entering a location, make sure you have enough room to pull forward to turn around.
- Make sure the driver has appropriate endorsement on the CDL (doubles/triples).
- Must operate more slowly and smoothly due to the "crack the whip" effect of the second trailer.
- Rear trailer must be connected before hooking the air lines to it.

### 3.b. Mack Cab Run

- Utilize the mirror-check station to make sure mirrors are properly adjusted and to learn the differences in visibility/blind spots.
- Includes all van hazards with the exception of increased tail swing.
- The design of the drop deck trailers used to haul cabs severely restricts ground clearance. The driver must closely watch the terrain to avoid getting the trailer hung up or damaging the equipment.
- Make sure the driver has adequate blocking equipment and knows how to use it.

4. Dry Bulk Tanker

- Utilize the mirror-check station to make sure mirrors are properly adjusted and to learn the differences in visibility/blind spots.
- Top heavy and susceptible to product shifting.
- The blow-down valve should be open until unloading (especially in warmer weather) due to pressure build up in the tank. The vibrating side pipe gets hot.
- Watch top clearance in plants near catwalk structures. Also be aware of the protruding ladder on the side of the tank when turning. Also watch clearances pulling onto and off of scale platforms.
- Properly handle hoses. Make sure latches are secure. Clogged hoses are heavy, get help if needed. Make sure proper PPE is present and used.

5. Liquid Asphalt Tanker

- Utilize the mirror-check station to make sure mirrors are properly adjusted and to learn the differences in visibility/blind spots.
- Verify proper CDL endorsements (hazmat, liquid tanker).
- Back valve must be closed. Driver must check during the pre-trip for each load.
- Tank must be properly vented during unloading and the venting hatch must be closed after unloading is completed.
- All liquid products are susceptible to surge. No quick driving maneuvers (stops, lane changes, etc.).
- These tankers tend to be top-heavy. Take corners, ramps, etc. smoothly and conservatively.
- Driver must have and use proper PPE and clothing and must closely monitor the loading and unloading process.

6. Liquid Ink Tanker

- Utilize the mirror-check station to make sure mirrors are properly adjusted and to learn the differences in visibility/blind spots.
- Verify proper CDL endorsements (hazmat, liquid tanker).
- All liquid products are susceptible to surge. No quick driving maneuvers (stops, lane changes, etc.).
- These tankers tend to be top-heavy. Take corners, ramps, etc. smoothly and conservatively.
• Verify correct placarding on head haul and return trip. Make sure paperwork matches placard requirements.
• Tanks must be vented when unloading and the venting hatch must be closed after unloading is completed.
• Tank must be properly grounded and hose connections must be carefully checked before off-loading begins.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned and is subject to review and revision.