

# *C.S. Day Transport Ltd.*

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115 Henderson Drive  
Regina, Saskatchewan  
S4N 5W4

## **JOB TITLE: DRIVER MANAGER**

### **GENERAL ACCOUNTABILITY**

Responsible for the day-to-day logistical management of the C.S. Day Transport team of drivers and the successful delivery of loads through the dispatch, operation, and management of the C.S. Day Transport Fleet.

Reporting to the Operations Manager, the Driver Manager is an integral part of the Operations Leadership Team.

### **DISPATCH ACCOUNTABILITIES**

1. Review and approve dispatch and load slips and approve daily routes.
2. Assists with route adjustment to account for road closures that considers TDG routes and weight restrictions.

### **SAFETY ACCOUNTABILITIES**

1. Coordinates Driver Ride-a-Long training activities.
2. Completes National Safety Code Hours of Service Audits for drivers to ensure compliance.
3. Supports Operations Manager on emergency response as required.
4. Supervises work practices and use of safety procedures.

### **ADMINISTRATIVE AND REPORTING ACCOUNTABILITIES**

1. Manages truck and driver utilization and monitors for inconsistencies.
2. Manages and approves driver timesheets for consistency and accuracy.
3. Manages time off requests to ensure appropriate time off and coverage is achieved.
4. Double checks Wait Time spreadsheets.
5. Review and maintain driver pay summary to ensure accurate and fair compensation.
6. Completes fuel mileage reports for each driver.

### **LEADERSHIP AND DEVELOPMENT ACCOUNTABILITIES**

1. Coaches and develops drivers on fuel efficiency and reporting practices and processes.
2. Completes 3-month probationary reviews with the Safety & Training Manager.
3. Completes new hire orientation and onboarding.
4. Manages driver attendance records and addresses absentee issues.
5. Leads monthly safety meetings approximately once or twice per year.
6. Addresses driver performance management issues with support from the Manager of Training and Safety where required.
7. Coaches drivers on Hours of Service, acceptable behaviour and code of conduct, and manages disciplinary actions, as required.

## **OPERATIONAL ACCOUNTABILITIES**

1. Oversees and is accountable for the overall creation and communication of daily highway and city dispatch schedules, and effectively communicates assignments with drivers, PDD, and clients.
2. Ensures compliance with Hours of Service, the Federal Labour Code, other applicable legislation, and relevant contracts.
3. Is accountable for communicating daily preventative maintenance schedule, safety inspections and required maintenance such as oil changes etc to drivers.
4. Assist with scheduling tractor and trailer maintenance at external facilities.
5. Works with drivers to resolve issues related to routing, scheduling, and technical problems with equipment as well as loading and unloading.
6. Assists in moving equipment to and from repair facilities.
7. Responds to site issues such as product mixes or spills, collisions, and assists as needed.
8. Complete city dispatch scheduling on rotating Sundays, including communicating with customers.

## **DRIVER RECRUITMENT, ASSESSMENT AND DEVELOPMENT ACCOUNTABILITIES**

1. Participates in Driver hiring process and will conduct some assessments to evaluate candidates.
2. Assists in completing new driver orientation and onboarding using existing C.S. Day Transport training materials.
3. Serves as primary backup for coordinating training and testing of new and existing drivers for certification and re-certification of required credentials.
4. Occasionally perform ride-along assessments to evaluate driver safety practices, including evaluation of loading and unloading procedures, and provide drivers will follow-up coaching where needed.

## **QUALIFICATIONS**

1. Ability to utilize computer applications such as Excel and other applications for use in preparation of daily dispatch planning.
2. Strong verbal and written communication skills, including communication by e-mail, phone, and text to articulate critical information in a clear and concise manner.
3. Strong strategic organizational skills, with experience in scheduling.
4. Strong relationship management skills to foster a collaborative work environment and build a team culture of high performance and accountability.
5. 1A driver's license and fuel experience is considered an asset.

## **HOURS OF WORK**

All Management roles at C.S Day Transportation require the ability to be flexible with the ability to support work that may fall outside the hours of operation for the office. As a core part of the Management team, the Driver Manager is required to work flexible hours including the following:

1. As part of the Operations Leadership Team rotation, after-hours and weekend work is periodically required. The rotating responsibilities include responding to the on-call phone outside of office hours, including responding to serious incidents after hours, checking on the facilities on Saturdays, preparing our limited Sunday dispatch, and following up on matters that may need addressing, as necessary.
2. Working Stat holidays as required.