



**MOORE**  
TRANSPORT

## JOB DESCRIPTION

|                            |                     |                       |                                      |
|----------------------------|---------------------|-----------------------|--------------------------------------|
| <b>JOB TITLE:</b>          | Training Supervisor | <b>JOB CATEGORY:</b>  | Admin/Supervisory                    |
| <b>DEPARTMENT:</b>         | Safety & Quality    | <b>REPORTS TO:</b>    | Safety Compliance & Training Manager |
| <b>TRAVEL RE-REQUIRED:</b> | Yes; as needed      | <b>FLSA POSITION:</b> | Exempt/Salaried                      |
| <b>UPDATED AS OF:</b>      | 7/26/2021           |                       |                                      |

**GENERAL SUMMARY:** The Training Supervisor is responsible for ensuring all newly hired drivers are trained according to company policies and procedures. In addition to new hire training, the Training Supervisor will be responsible for assisting and administering continuous improvement training, new equipment training and remedial training. This position will ensure new drivers and current drivers are trained according to all safety regulations.

**Principle Duties and Responsibilities:**

1. Observes newly hired and current drivers by following a Behavior Based Safety Training that follow all company safety policies, procedures and guidelines.
2. Ensures all current drivers and newly hired drivers are properly orientated and trained in Moore Transport's safety and quality standards.
3. Ensures all newly hired drivers are evaluated on their abilities to perform the driver position prior to being released on their own.
4. Conducts new driver road tests and loading/unloading tests to ensure all drivers are following the quality and safety standards while operating company equipment.
5. Evaluates training program on a regular basis and suggests and/or develops additional material to continuously improve training of new and current drivers.
6. Demonstrates proper loading/unloading procedures to new hires by conducting yard training during the initial orientation/training process.
7. Oversees Driver Trainers to ensure consistent training is being administered by all trainers.
8. Conducts retraining on drivers that are in violation of safety and quality standards.
9. Communicates with other departments to ensure all drivers are receiving a well-balanced orientation program and provides new hire paperwork back to necessary departments after orientation is complete.
10. Ensures all drivers within the Company has completed the orientation training program.
11. Performs safety and quality audits as needed.
12. Provides written reports of weekly training activities.
13. Assists recruiting with any questions they may have regarding the driver position for incoming candidates.
14. Issues disciplinary actions to driver personnel for any safety and quality violations during the training period.

15. Travels to terminal locations to audit and train drivers, Safety Quality Control Supervisors and Terminal Managers on safety and quality standards and to understand the proper loading procedures.
16. Assists the safety department for any safety and quality procedures, processes or training.
17. Interacts with all employees to exchange information, answer questions and resolve problems.
18. Follows policies and procedures as defined by the company.
19. Maintains reliable and dependable work attendance.
20. Not exclusive list of duties; responsible for all duties as assigned.

**Knowledge, Skills, Abilities and Qualifications Required:**

1. Ability to communicate accurately and professionally with others
2. Good organizational skills
3. Keyboard skills and knowledge of office machines – fax, printer, copier, etc.
4. Must have good working knowledge of Microsoft Office (Word, Excel, Outlook)
5. Ability to observe and assess skills and weaknesses of personnel
6. Ability to train others new skills
7. Able to work independently
8. Flexible and cooperative
9. Works as a team member with others
10. Be of excellent moral character, trustworthy and reliable
11. Have a sense of fairness and consistency
12. Strong leadership and management skills
13. Knowledge and understanding of DOT regulations
14. Knowledge and understanding of OSHA regulations
15. Possesses and maintains a CDL Class A license
16. Possesses and maintains an active DOT medical card
17. Maintains valid driver's license
18. Requires signed Confidentiality Agreement

**Education and Experience:**

1. High school diploma or equivalent
2. Associates degree in Safety, preferred but not required
3. Minimum of 5 years of car hauling work experience
4. Minimum of 2 years of supervisory experience in transportation industry, preferably car hauling
5. Possesses strong domain knowledge of automobile transport industry

**Working Conditions:**

- Accommodation(s):
  - As appropriate and fiscally reasonable.
- Physical Requirements:
  - Able to hear and speak in ordinary conversations and phone communications
  - Able to sit, stand or walk for up to an eight (8) hour day
  - Able to frequently walk, bend, squat, climb, twist, stoop, kneel, reach and lift overhead
  - Able to perform and demonstrate all tasks associated with successfully and safety performing the work of an auto-transport driver
- Environmental Conditions:
  - Office Setting – air-conditioned or heated environment
  - Ability to work in the outside elements 95% of the time

**PLEASE EMAIL YOUR RESUME TO HR@MOORETRANSPORT.COM**