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**SAFETY AUDITOR – ND HIGHWAY PATROL**

**SCOPE OF WORK:**

Work involves conducting safety audits of transportation carriers and verifying compliance with federal motor carrier and hazardous materials safety regulations.

**DUTIES PERFORMED AT ALL LEVELS:**

- Contact motor carriers and schedule on-site safety audits; review the Motor Carrier Management Information Systems report on motor carriers.
- Review carriers' drivers' licenses, insurance amounts, and recordable accidents to ensure compliance with federal motor carrier safety rules and regulations and state laws.
- Verify carriers are in compliance in areas pertaining to drivers employed by or working for the carrier; ensure carriers have systems to monitor drivers' hours of service and disciplinary policies to discourage violations.
- Prepare written reports of safety audits and report deficiencies and violations of carriers' safety systems to the Federal Motor Carrier Safety Administration.
- Conduct Level I through Level V safety inspections of commercial motor vehicles, including hazardous cargo vehicles; inspect drivers, vehicles, and loads; ensure compliance with state and federal laws and rules; determine if drivers and/or vehicles should be placed out of service; complete Driver/Vehicle Examination Reports.
- Provide information to the motor carrier industry and the public regarding commercial motor carrier issues.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**SAFETY AUDITOR I**  
GRADE J

5720

**LEVEL DEFINITION:**

Positions at this level are fully qualified to conduct safety audits of commercial motor carriers and safety inspections of vehicles.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None

MINIMUM QUALIFICATIONS:

Four years of work experience in the motor carrier industry that included knowledge and application of motor carrier laws, rules, and regulations. College coursework may substitute for the work experience requirement on a year-for-year basis.

**SAFETY AUDITOR II**  
GRADE K

5721

LEVEL DEFINITION:

The position at this level coordinates the safety audit program.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Evaluate new entrant carriers and determine if they should be inactivated, converted to intrastate, or scheduled for a safety audit.
- Assign audits to safety auditors; track safety audits; evaluate safety audit refusals; review completed safety audits.
- Evaluate serious violations and determine if audits should be stopped; contact the Federal Motor Carrier Safety Administration to request a compliance review on serious violations.
- Maintain the Motor Carrier Management Information System; prepare reports as requested by management.
- Respond to regulatory and program questions from the safety auditors and carriers.

MINIMUM QUALIFICATIONS:

Six years of work experience in the motor carrier industry that included knowledge and application of motor carrier laws, rules, and regulations. College coursework may substitute for the work experience requirement on a year-for-year basis up to four years.

Eff. Date: 04/05

Rev: 08/05 – Revised minimum qualifications

Rev: 07/12 – Conversion to Hay System