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| PART I | DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT | 8.841 |
|        | STATE OF HAWAII                           | 8.842 |
| .....  |   | 8.843 |
|        |   | 8.844 |
|        | Class Specification                       | 8.845 |
|        | for the:                                  | 8.846 |

MOTOR CARRIER SAFETY OFFICER SERIES

**Series Definition:**

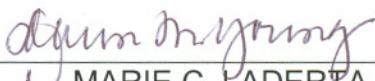
This series includes all classes of positions the duties of which are to perform and/or supervise the implementation of motor carrier safety program enforcement and promotion functions as required by federal and State laws in order to reduce the frequency and severity of motor carrier vehicle accidents. Program enforcement activities involve the application of rules and regulations, inspection of motor carriers and motor carrier safety inspection stations, and investigation of motor carrier vehicle accidents; promotion involves providing information and encouraging conformance by affected firms and personnel and the general public.

Class levels in this series are distinguished on the basis of scope and variety of work; nature of supervision received; nature of available guidelines for performance of work; nature and purpose of personal contacts; nature and scope of recommendations, decisions, commitments and conclusions; and nature and extent of supervision exercised.

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This is an amendment to the class specification for the MOTOR CARRIER SAFETY OFFICER SERIES, which was approved on July 28, 2003.

Date Approved: 7/25/08

  
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 Director of Human Resources Development

**MOTOR CARRIER SAFETY OFFICER I** **8.841**  
 (MOTOR CARRIER SAFETY OFFICER I)

**Distinguishing Characteristics:**

This is the entry level worker in the series. Positions in this class receive formal and on-the-job training on motor carrier safety rules and regulations, inspection practices and procedures, and accident investigation techniques.

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Following training, positions work under close supervision and follow specific guidelines to perform routine motor carrier safety functions. Once learned, these routine assignments are performed under general supervision. Positions may assist higher level personnel in more complex or controversial assignments, but such work is closely and continuously supervised.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Attends formal training sessions and receives on-the-job training from higher level inspectors.
2. Assists higher level personnel by carrying out assigned phases of inspections, surveys, and investigation according to instructions and standard procedures.
3. Assists higher level personnel in motor carrier vehicle accident investigations.
4. Questions motor carrier representatives and carrier drivers and mechanics.
5. Reviews maintenance records, driver time sheets, and other records for conformance with applicable guidelines.
6. Informs carriers of nonconformance with rules and regulations.
7. Inspects and operates vehicles to check for compliance with safety guidelines.
8. Notifies higher level personnel when assistance is required to take corrective actions.
9. Evaluates drivers for knowledge of safe operation of motor carrier vehicles.
10. Inspects motor carrier safety inspection stations and applicants for conformance with requirements.
11. Prepares reports and drafts correspondence related to motor carrier safety functions.
12. Provide testimony on factual evidence at hearings or trials as necessary.
13. Enters data into US Department of Transportation's databases.

**Knowledge and Abilities Required:**

Knowledge of: Fundamental motor vehicle safety principles and practices equivalent to those known by experienced, licensed drivers; arithmetic encompassing addition, subtraction, multiplication and division; and operation and common functions of a computer.

Ability to: Learn motor carrier safety standards; learn to recognize unsafe motor carrier conditions and practices, and noncompliance with motor carrier safety rules and regulations; follow verbal and written instructions and procedures; speak clearly and distinctly; elicit information by utilizing interviewing techniques; and prepare clear and concise reports.

**MOTOR CARRIER SAFETY OFFICER II**  
**(MOTOR CARRIER SAFETY OFFCR II)**

**8.842**

**Distinguishing Characteristics:**

This is the intermediate worker level in the series. Positions in this class are familiar with motor carrier safety program functions, policies, and basic procedures, and perform assignments which involve standard or conventional routines under general supervision.

Positions at this level continue to receive formal and on-the-job training in a wider range of motor carrier safety rules and regulations, and the methods, techniques, and procedures of inspection/investigation. Under closer supervision, they assist higher level motor carrier safety officers in performing more complex assignments such as conducting safety audits and compliance reviews.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Attends additional formal training sessions and receives on-the-job training from higher level inspectors.
2. Monitors vehicle size and weight; and issues citations for violations.

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3. Conducts driver/vehicle inspection on types of vehicles such as tractor/trailer, slip-in, straight truck with air brakes, and hydraulic/vacuum; and in specialized areas such as hazardous materials, cargo tank/bulk packaging, motorcoach/bus.
4. Completes inspection reports and submits reports to supervisor for review; enters data into the US Department of Transportation's databases such as the ASPEN program and the CDLIS checks.
5. Checks motor carriers' records for conformance with motor carrier safety rules and regulations such as proper preventive maintenance of their motor vehicles, work hours of drivers, and required records, clearances, licenses, etc.
6. Points out discrepancies and recommends corrective actions, and follows up to verify compliance.
7. Investigates complaints of unsafe driving practices, faulty equipment conditions, and motor vehicle accidents to determine general causes and develop possible solutions to prevent reoccurrence.
8. Inspects motor carrier vehicle safety inspection stations and applicants for conformance with applicable requirements.
9. Assists higher level personnel in or sets up check points along the highways to stop and inspect trucks, buses, etc., for overloading, proper safety precautions, and the possession of necessary permits and licenses.
10. Inspects motor vehicles to determine safety of vehicles; and places vehicles determined to be imminently hazardous to public safety out-of-service until discrepancy is corrected.
11. Assists higher level personnel on complex assignments.
12. Provides information and explanations to the public on motor carrier safety rules and regulations.
13. Prepares reports and correspondence; attends training sessions.
14. Testifies at hearings or trials as necessary.

**Knowledge and Abilities Required:**

In addition to the knowledge and abilities required at the next lower level:

Knowledge of: Motor carrier safety rules and regulations; motor carrier vehicle preventive maintenance practices; proper motor carrier driving and shifting practices and techniques; principles of motor carrier accident investigation; and interviewing methods and techniques.

Ability to: Understand, apply and explain motor carrier safety laws, rules, and regulations; interview others to gather facts; recognize unsafe motor carrier conditions and activities and noncompliance with motor carrier safety rules and regulations; follow oral and written instructions and procedures; speak clearly and distinctly; utilize interviewing techniques to elicit information; prepare clear and concise reports; and to obtain and maintain the essential certification(s).

**MOTOR CARRIER SAFETY OFFICER III**  
(MOTOR CARRIER SAFETY OFFCR III)

8.843

**Distinguishing Characteristics:**

This is the independent worker level in the series. Positions in this class inspect motor carriers to promote and enforce compliance with State motor carrier safety laws, rules and regulations; prepare reports and correspondence regarding motor carrier vehicle safety functions; exercise judgment in recommending actions when guidelines are not directly applicable; and perform other related duties as assigned.

Positions at this level independently make personal contacts with representatives of carrier companies, carrier drivers and mechanics, safety inspection station personnel, and the general public to give and obtain information and to encourage conformance with motor carrier safety rules and regulations. A position at this level may also serve as a team leader in an audit, survey, or investigation.

Supervisory review is generally made to ensure completeness of facts in reports and soundness of conclusions and recommendations.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

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1. Conducts driver/vehicle inspection on types of vehicles such as tractor/trailer, slip-in, straight truck with air brakes, and hydraulic/vacuum; and in specialized areas such as hazardous materials, cargo tank/bulk packaging, motorcoach/bus.
2. Conducts safety audit or inspection of motor carriers with new entrant registration for purposes of providing them with educational and technical assistance, and to gather critical safety data needed to make an assessment of these carrier's safety performance and basic safety management controls.
3. Conducts compliance review or on-site examination of motor carrier operations to determine a motor carrier's safety fitness which include driver's hours of operations, vehicle maintenance and inspection, driver qualifications, controlled substance and alcohol testing, commercial driver's license requirements, financial responsibility, reportable crashes, and hazardous materials.
4. Checks motor carriers' records for conformance with motor carrier safety rules and regulations.
5. Investigates complaints of unsafe driving practices and faulty equipment conditions.
6. Investigates motor carrier vehicle accidents and determines possible solutions to prevent reoccurrences.
7. Inspects motor carrier vehicle safety inspection stations and applicants for conformance with applicable requirements.
8. Sets up check points along the highways to stop and inspect trucks, buses, etc., for overloading, proper safety precautions, and the possession of necessary permits and licenses.
9. Inspects motor vehicles to determine safety of vehicles; places vehicles determined to be imminently hazardous to public safety out-of-service.
10. Evaluates drivers for safe driving knowledge of vehicles operated.
11. Provides information and explanations to the general public on all rules and regulations related to motor carrier vehicle safety.
12. Prepares reports and correspondence.
13. Serves as complainant and/or witness on motor carrier safety related matters.

**Knowledge and Abilities Required:**

In addition to the knowledge and abilities required at the next lower level:

Knowledge of: Potential driving hazards; measures to deal with potential and actual motor carrier driving hazards; and motor carrier accident investigation procedures and techniques.

Ability to: Apply motor carrier safety laws, rules and regulations to all types of situations; detect unsafe motor carrier vehicle conditions and activities and noncompliance with applicable regulations; maintain an effective working relationship with motor carrier company representatives and employees; interview others to obtain pertinent facts; prepare clear, concise inspection, investigation, and other reports; explain rules, procedures, etc., clearly both verbally and in writing; and to obtain and maintain the essential certification(s).

**MOTOR CARRIER SAFETY OFFICER IV**  
**(MOTOR CARRIER SAFETY OFFCR IV)**

**8.844**

**Distinguishing Characteristics:**

Positions in this class independently plan and conduct motor carrier safety activities such as inspections, compliance surveys, investigations of complaints and accidents, enforcement, and educational activities; prepare a variety of reports; and perform other related duties as assigned. There are two types of Motor Carrier Safety Officers IV:

Type A: The Motor Carrier Safety Officer IV who is in charge of implementing motor carrier safety program functions in a neighbor island county-wide jurisdiction. Positions may supervise one or more lower-level inspectors on an assigned or regular basis.

Type B: The Motor Carrier Safety Officer IV who serves as a subordinate supervisor over a substantial number of lower-level Motor Carrier Safety Officers in a large motor carrier safety program.

Significant personal contacts with representatives of carrier companies, carrier drivers and mechanics, motor carrier safety inspection personnel, and the general public are required as a position in this class is considered the responsible expert on

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motor carrier safety rules and regulations and serves as the representative of the State for motor carrier safety matters in the county-wide area.

Positions in this class work independently in planning and carrying out activities on a day-to-day basis; however, reports involving sensitive issues and critical or complex problems are reviewed by the supervisor for completeness of facts and soundness of conclusions and recommendations. The supervisor also explains new policies or procedures, and provides guidance as requested when rules and regulations are not directly applicable.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Plans, schedules, supervises and/or independently performs motor carrier safety program activities.
2. Conducts driver/vehicle inspection on various types of vehicles and in Specialized areas.
3. Conducts safety audit or inspection of motor carriers with new entrant registrations.
4. Conducts compliance review or on-site examination of motor carrier operations.
5. Checks motor carriers' records for conformance with motor carrier safety rules and regulations; points out discrepancies and recommends corrective actions; follows up and notes nonconformance.
6. Investigates complaints of unsafe driving practices and faulty equipment conditions.
7. Investigates motor carrier vehicle accidents to determine causes and develop possible solutions to prevent reoccurrence.
8. Inspects motor carrier vehicle safety inspection stations and applicants for conformance with applicable requirements.
9. Reviews and evaluates requests for physical disability waivers by drivers and requests for reconstruction and major modification of motor carrier vehicles.
10. Conducts safety education meetings, workshops, and advisory meetings designed to secure compliance with the motor carrier safety program.



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11. Maintains cooperative working relationship with counterparts in the federal, State and county governments in promoting the advancement of the motor carrier safety program.
12. Sets up check points along the highways to stop and inspect motor carrier vehicles for overloading, proper safety precautions, and the possession of necessary permits and licenses.
13. Inspects motor vehicles to determine safety of vehicles.
14. Places vehicles determined to be imminently hazardous to public safety out-of-service.
15. Prepares reports and correspondence.
16. Serves as complainant and/or witness on motor carrier safety related matters.

**Knowledge and Abilities Required:**

In addition to the knowledge, skills, and abilities required at the next lower level, positions in this class must possess knowledge of principles and practices of supervision; ability to plan, schedule, and implement a motor carrier safety program; and supervise and direct the work of others.

**MOTOR CARRIER SAFETY OFFICER V**  
**(MOTOR CARRIER SAFETY OFFICER V)****8.845****Distinguishing Characteristics:**

Positions in this class plan and supervise, through subordinate supervisors, a large, complex motor carrier safety program characterized by great intensity of operations, performance of critical investigations, and the resolution of highly complex and sensitive problems. Positions at this level are considered experts in motor carrier safety principles, practices, rules and regulations. They recommend improvements in rules, regulations, operational policies, and procedures; and also provide technical assistance to neighbor island motor carrier safety staff.

General supervision is received from the motor carrier safety program manager who provides guidance on policy, workload, or administrative matters and who may

review highly complex, controversial problems which have no directly applicable guidelines and which may set major, statewide precedents.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Plans, schedules, and assigns inspections of motor carriers and safety inspection stations, surveys, and investigations of complaints and accidents based on priorities, staff availability and competence, etc.
2. Provides guidance to subordinates such as providing them with background information, advising them of anticipated problems and suggesting work methods or procedures to follow in unusual circumstances.
3. Develops for approval and implements program enforcement and educational objectives and priorities.
4. Reviews completed reports and recommendations for adequacy of fact-finding and substantiation, correct application of rules and regulations, and soundness of conclusion and recommendations; and develops cases as necessary.
5. Recommends improvements in operational policies and procedures.
6. Assesses training needs of subordinates and conducts staff meetings and training sessions.
7. Evaluates applications for carrier safety inspection station appointment, physical disability waivers by drivers, requests for reconstruction and major modification of motor carrier vehicles.
8. Provides technical assistance to neighbor island motor carrier safety officers.
9. Promotes the understanding of motor carrier safety program's statutes, rules and regulations, policies, standards and other requirements.
10. Evaluates activities supervised and prepares operational reports.
11. Serves as resource person at public hearings or meetings; may testify at hearings or in court.

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12. Maintains a cooperative working relationship with counterparts in various governmental agencies and with those affected by the motor carrier safety program in the private sector.

**Knowledge and Abilities Required:**

In addition to the knowledge, skills, and abilities required at the next lower level, positions in this class must be able to interpret, explain and secure compliance with motor carrier safety laws, rules and regulations; develop operational guidelines; provide training to subordinates; conduct safety education meetings and workshops; maintain an effective working relationship with representatives and employees of motor carrier companies and carrier safety inspection stations; and prepare reports and correspondence.

**MOTOR CARRIER SAFETY OFFICER VI**  
(MOTOR CARRIER SAFETY OFFICER VI)

8.846

**Distinguishing Characteristics:**

A position in this class is responsible for planning, coordinating, and supervising the statewide motor carrier safety program. Significant judgment is required in developing operational policies and procedures; developing, refining, promoting and enforcing motor carrier safety standards; and recommending solutions to or resolving problems which have no directly applicable guidelines or precedents.

General supervision is provided by the Motor Vehicle Safety Administrator.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Develops, implements, and refines operational policies and procedures of the motor carrier safety program.
2. Drafts or evaluates proposals for motor carrier safety legislation and motor carrier projects.
3. Prepares budgetary forms and reports.
4. Reviews work reports and recommendations.

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5. Evaluates unique, controversial, and major problems.
6. Coordinates or conducts training of subordinate staff and educational meetings and conferences for those affected by the motor carrier safety program.
7. Conducts or coordinates special studies.
8. Provides overall direction in inspection/investigation and enforcement activities.
9. Evaluates and approves applications for driver medical waivers, reconstruction and major modification of motor carrier vehicles, requests for inspection station appointments, requests for safety inspector certification, and requests by motor carriers to deviate from safety requirements.
10. Prepares reports and correspondence.
11. Maintains an effective working relationship with motor carrier associations, motor carrier companies, motor carrier safety inspection stations, counterparts in federal and county agencies, and the general public.
12. Represents or assists the Motor Vehicle Safety Administrator at meetings and conferences involving motor carrier safety matters.

**Knowledge and Abilities Required:**

In addition to the knowledge, skills and abilities required at the next lower level, positions in this class must be knowledgeable about trends and developments in motor carrier safety; be able to plan, develop, organize, and direct statewide motor carrier safety functions; develop and explain rules and regulations relating to motor carrier safety; draft legislative bills; work effectively with government agencies; plan, organize, and conduct educational and informational meetings, conferences and workshops; speak effectively before groups; and prepare program, budget and other administrative reports.