

# Key Contacts at Erwin Group

The following team members are here to support you throughout your engagement with Erwin Group. Please reach out to the appropriate contact based on your needs.

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## John Tosches

**Title:** Operations Manager

**Email:** john@erwinmanagementgroup.org

**Phone:** (516) 965-7871

**Role & Responsibilities:**

- Oversees day-to-day freight operations
- Manages team performance, dispatch efficiency, and compliance
- Point of contact for escalations, process improvements, and operational issues
- Handles onboarding and coordination of new freight dispatchers and carrier partners

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## Darnell Saxby

**Title:** Dispatcher

**Email:** darnell@erwinmanagementgroup.org

**Phone:** (980) 939-3187

**Role & Responsibilities:**

- Assigns and monitors daily freight loads for carriers
- Provides real-time support and communication to drivers
- Manages route optimization and problem resolution on the road
- Handles dispatch-related inquiries and updates

## **Misty Lane**

**Title: Compliance & Payroll Manager**

**Email:** misty@erwinmanagementgroup.org

**Phone:** (843) 260-1891

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## **Position Overview**

The Compliance & Payroll Manager is responsible for ensuring all driver and carrier compliance requirements are met while overseeing accurate and timely payroll processing. This role supports the operational flow of the company by managing documentation, auditing records, monitoring safety requirements, and serving as the primary point of contact for compliance-related communication. The Compliance & Payroll Manager maintains strong organization, attention to detail, and a high level of professionalism when interacting with drivers, carriers, brokers, and management.

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## **Key Responsibilities**

### **Compliance**

- Maintain up-to-date driver and fleet compliance files (CDLs, med cards, cab cards, registrations, insurance, 2290s, inspections, etc.).
- Ensure all documents are collected, verified, and stored correctly for onboarding and audits.
- Monitor ongoing compliance deadlines and notify drivers of expiration dates or missing documents.
- Assist with carrier packets, COIs, safety documents, and broker-required compliance items.
- Ensure drivers follow FMCSA and company safety standards.
- Track, document, and report any compliance issues to management.
- Coordinate with brokers and shippers for compliance confirmations and status checks.

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## **Payroll**

- Process weekly payroll for company drivers, helpers, and contractors.
- Verify trip sheets, load confirmations, delivery proof, and rate confirmations before payment.
- Reconcile settlements against dispatch logs and completed loads.
- Ensure accuracy in pay rates, deductions, reimbursements, and bonuses.
- Provide weekly pay summaries and reports to management.
- Maintain confidential records of pay, settlements, and financial documentation.
- Respond to payroll questions from drivers or management in a timely and professional manner.

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## **Back Office & Administrative**

- Maintain organized digital files and update internal databases.
- Assist with onboarding new drivers and contractors by collecting necessary documents.
- Communicate with drivers regarding compliance updates, missing paperwork, or payroll information.
- Support operational workflows by assisting with load documents, emails, and administrative tasks.
- Coordinate with dispatch, management, and outside carriers as needed.
- Ensure the highest level of accuracy, confidentiality, and efficiency in all back-office duties.

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Reports directly to: **Operations Manager / Company Owner**

Works closely with: **Dispatch, Drivers, and Fleet Management**

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## **Debbie Middleton**

**Title:** Senior Recruiter

**Email:** debbie@erwinmanagementgroup.org

**Phone:** (502) 919-2071

**Role & Responsibilities:**

- Recruits and screens qualified drivers and carriers
- Coordinates onboarding and document collection
- Provides information on employment opportunities and qualifications
- Maintains communication with applicants and new hires

## **Destiny Watkins**

**Title:** Recruiter

**Email:** destiny@erwinmanagementgroup.org

**Phone:** (470) 553-6749

**Role & Responsibilities:**

- Recruits and screens qualified drivers and carriers
- Coordinates onboarding and document collection
- Provides information on employment opportunities and qualifications
- Maintains communication with applicants and new hires

## **General Inquiries**

If you're unsure who to contact, email [onboardingdocs@erwinmanagementgroup.org](mailto:onboardingdocs@erwinmanagementgroup.org), and a team member will route your message to the right person.