



POSITION:	Safety and Training Officer
DEPARTMENT:	Operations
REPORTS TO:	Manager of Operations
FLSA STATUS:	Exempt
SALARY:	\$65,000.00 to \$75,000.00 Annually

GENERAL PURPOSE

Plan, organize, and supervise all aspects of the training and safety programs for the transit operations, including development and implementation of safety and training programs for bus operators and related staff. This requires abilities to problem solve, bring successful and satisfactory conclusion to any and all incidents/accidents that arise involving the bus fleet, bus operators and complaints from the public. The Training and Safety Officer also directs and ensures worker and site safety.

ESSENTIAL FUNCTIONS – Essential functions may include, but are not limited, to the following:

- Develop and implement policies and procedures for workplace, driver safety, and accident reduction training programs in compliance with applicable laws, rules and regulations; monitor the effectiveness of training programs and recommend effective program modifications.
- Recommend and develop methods and procedures to collect and analyze data on the frequency and severity of driver accidents. Analyze data to identify potential trends to be addressed in future training efforts as well as ensure that retraining and safety points are assessed according to company policy.
- Monitor field operations for compliance with performance standards and safety regulations.
- Conduct on-site accident investigations; review all vehicular, passenger and employee accidents/incidents for determination of cause and preventability as part of review team to include Operations Manager, Operations Superintendent and Risk Manager.
- Assist in the District's emergency and disaster management protocols and procedures; make recommendations for areas of improvement as needed.
- Plan and conduct quarterly (VTT) operator meetings; develop meeting curriculum and ensure all required training is performed.
- Maintain records required for commercially licensed drivers in accordance with state and federal guidelines.
- Coordinate, plan and execute driver training programs as part of on-boarding/new hire orientation in conjunction with Human Resources.
- Conduct OSHA-related training in support of and in tandem with Risk Management.
- Stay current on state and federal regulations and assure compliance with all regulations.
- Act as AIM trainer and technician.
- Participate as a member of the Safety Committee and act as District representative at Safety reviews when necessary.

QUALIFICATIONS: The following are the minimum qualifications, which an individual needs in order to successfully perform the duties and responsibilities of this position.

Education and Experience

- Minimum of five (5) years relevant experience, preferably in a transit environment, including two (2) years of supervisory or management level transit experience.
- High School diploma or High School equivalency (GED).
- Possession of or ability to obtain a class B driver license with a good driving record.
- Possession of or ability to obtain TSI driver training certificate.
- Public Agency experience is preferred.
- Bi-lingual in Spanish preferred, but not required.
- Computer and software proficiency to include Microsoft products; Trapeze a plus.

Skills, Abilities and Qualifications:

- Principles of labor relations and collective bargaining; read and interpret provisions of the collective bargaining agreements.
- Learn district policies and procedures; understand, interpret, and articulate laws, regulations, and policies governing transit operations.
- Ability to develop and present information to large and small groups including the general public.
- Comprehend, read, and analyze a variety of administrative and technical data to prepare comprehensive reports and documents pertaining to complaints, incidents, accidents and operating procedures.
- Work well under pressure and complete assignments within tight deadlines.
- Communicate effectively and clearly in both oral and written form.
- Strong leadership and interpersonal skills.
- Demonstrated ability to work well with diverse groups. Establish and maintain good working relationships with staff, as well as communicate professionally with board members, passengers, and public officials with courtesy, diplomacy and tact.
- Comply with random drug testing provisions for safety-sensitive classifications as required by the Department of Transportation (49 CFR, Part 655).
- Coordinate CPR/First Aid instruction.

WORKING CONDITIONS – In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Environment - Works in indoor office conditions with exposure to outdoor conditions in public city streets, maintenance, and facilities areas; may drive district vehicle while conducting district business.

Physical – Hearing and Speaking sufficient to articulate information in person, meetings, and telephone. Vision within normal range with or without correction; sitting or standing for extended periods of time, walking on uneven surfaces; uses hands to handle, feel and operate standard office equipment including work assigned computer, mental capability to use or apply analytical reasoning and concepts, read and interpret documents, observe and interpret people and situations, perform highly detailed on multiple concurrent tasks and work under intensive deadlines.

Hazards – Exposure to traffic, fumes, dust, dirt, and computer screens.