



JOB TITLE:	SAFETY & TRAINING SUPERVISOR	DIVISION:	BUS
REPORTS TO:	MANAGER OF TRANSIT TRAINING	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction of the Director of Transit Training and Safety for the Bus Transit division, contributes to the mission of Golden Gate Transit by ensuring that Golden Gate Transit has the best possible trained Bus Operators. This position will monitor Bus Operator instructors, including observing the road operations to ensure adherence to Operating and Safety Policy and Procedures; monitor Bus Operators for safe operations of vehicles, uniform compliance; and enforcement of District rules, regulations, policies, and procedures. It will also monitor and document Bus Operator Students' performance, responds to and investigate accidents.

Essential Responsibilities

- Oversees training classes for newly hired bus operators, including obstacle course, classroom and "over the road" instruction by delivering standardized curriculum.
- Monitors classroom curriculum, including itinerary, lesson plans, training and testing materials and implement training for newly hired and existing bus operators and for other bus training requirements.
- Oversees the following training:
 - Refresher training for bus operators returning to work after extended absence.
 - Verification of Transit Training Classes for existing bus operators and other commercially licensed employees who need to maintain V.T.T. status.
 - Re-train bus operators as directed by disciplinary hearings on accidents or rule violations.
 - Trains Driver Instructors and Transportation Supervisors on new equipment and provide them with outlines and checklists.
 - ADA training for persons with disabilities in partnership with passenger relations and planning department.
- Acts as designated D.M.V. examiner in the testing and certification of bus operators and/or coordinates with D.M.V. to get student operators V.T.T. cards and license conversations.
- Ensures maintenance of complete and accurate documentation on every facet of training and testing for each student as required and mandated by state and federal governments.
- Monitors progressive trainees and performs regular individual coaching/counseling and progress evaluations of student operators.



- Provides training and guidance as well as work assignments to Driver Training Instructors
- Supervises Bus Operators fitness -for -duty as they report to work, including observing for divergencies from normal behavior patterns, uniform appearance, grooming and possessions of driving credentials and medical card.
- Works with the Director of Transit Training and Safety on compliance with D.O.E., D.O.T., and D.M.V. training and documentation requirements
- Prepares and/or attends D.M.V. or CHP audits.
- Handles terminations and separations of trainees who fail to meet minimum standards during the program.
- Coordinates local Bus Roadeos, represents GGT as necessary and assist in the structure and the presentation of the annual Regional Bus Roadeo
- Instructs and monitors operations of G.F.I farebox and radio systems.
- Performs driver safety observations by riding on board buses or observing from a moving vehicle or fixed location and provide written reports on these observations.
- Issues infractions for violations of safety policy and procedures as well as testifies on training or related fields at bus operator hearings, arbitrations, or trials.
- Ensure employees under their supervision follow established safe work practices and obey all safety rules.
- Assists in collision investigations as required or requested.
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors, and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.

Required Knowledge, Skills, and Abilities

Knowledge of:

- Supervisory principles and practices.
- Labor and Union working agreements.
- Comprehensive knowledge of Smith System driver safety principles and procedures.
- Working knowledge of geographic area served and of transit lines and schedules.
- District policies and labor agreement (MOU) provisions.
- Occupational health and safety rules and working practices applicable to this position.

Skilled in or Ability to:

- Motivate new students and operators returning for retraining.
- Teach driver safety.
- Learn basic mechanics of transit equipment.
- Analyze emergency situations accurately and reach decisions quickly.
- Be enterprising and ingenious in dealing with the students, co-workers, outside agencies and/or the public.
- Write clear, complete, and concise evaluations, operational reports, bulletins, and memos.
- Effectively communicate in English in both verbal and oral form clearly, concisely, and correctly.



- Operate any bus equipment owned and operated by the District.
- Interpret and enforce District policies and labor agreement (MOU) provisions.

Minimum Qualifications

Education and Experience equivalent to:

- Bachelor's degree in transportation studies, public administration, education, or related field. Additional qualifying position-related experience may be substituted on a year-for-year basis in lieu of the education requirement.
- Position requires a minimum of five-years commercial driving experience as an inter-city transit Full Time Bus Operator.
- In addition, must have two-years of classroom training and/or instruction experience and three-years supervisory experience that includes staffing, counseling, coaching, training, motivating and disciplining others.
- Must have intermediate and proficient computer skills. including, but not limited to, Word, Excel, and Power Point. Computer aided dispatching software experience is preferred.
- Experience in traffic collision investigation and or safety enforcement is preferred.
- Experience as a Transit Transportation Supervisor is desirable.
- Must be available to work weekends and nights.

Licenses and/or Certifications:

- Must possess and maintain a current, valid California Commercial driver's license (class A or class B, with a Passenger and Air Brake Endorsements), and satisfactory driving record.
- Must be able to obtain certification from the Department of Motor Vehicles, to administer the Commercial Drivers' Road Test during probationary period.
- Must be able to obtain Instructor Certification in the Bus Operator Training Course, from the United States Department of Transportation (DOT), Transportation Safety Institute, during the probationary period.
- No more than one point on your driving record and no "at fault" accidents within the last 3 years.
- Operates District vehicles on a regular basis.

Physical Requirement:

- Long periods of standing and walking.
- Must be able to lift 50 pounds. Reach above your head, bend at the waist, stoop and kneel.
- Sit at computer workstation and use the computer to type reports, manuals, etc.
- Must be willing to work shift assignments from Santa Rosa, Novato, San Rafael, or San Francisco Division locations.