



JOB TITLE:	TRANSPORTATION SUPERVISOR FOR STUDENT TRAINING	DIVISION:	BUS
REPORTS TO:	SUPERINTENDENT, BUS SAFETY TRAINING	EEO CATEGORY:	02 - PROFESSIONAL
FLSA:	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 supervision of the Transportation Superintendent/Safety and Training 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. In addition, the Transportation Supervisor/Safety and Training is responsible for supporting the Transportation Superintendent/Safety and Training and contributing to his or her duties to ensure the overall safety of all Golden Gate Transit operations. Will oversee Bus Operator Instructors, including observing the road operations to ensure adherence to Operating and Safety Policy and Procedures. May monitor Bus Operators for safe operation of vehicles, uniform compliance, and enforcement of District rules, regulations, policies and procedures. Monitor and document Bus Operator Students' performance. Respond to and investigate accidents. Must be flexible to work shift assignments from Santa Rosa, Novato, San Rafael or San Francisco Division locations. May be assigned to perform other duties.

Essential Responsibilities

- Conduct training class for newly hired bus operators, including obstacle course, classroom and "over the road" instruction by delivering standardized curriculum
- Develop and implement training for newly hired and existing bus operators, including itinerary, lesson plan, all training materials and testing
- Act as designated D.M.V. examiner in the testing and certification of bus operators; or coordinates with D.M.V. to get student operators V.T.T. cards and license conversions
- Maintain complete and accurate documentation on every facet of training and testing for each student as required and mandated by state and federal governments
- Perform individual evaluations of student operators progress in the training program
- Provide training and guidance to Driver Training Instructors
- Conduct ongoing Verification of Transit Training Classes for existing bus operators and other commercially licensed employees who need to maintain V.T.T. status
- Work with the Safety/Training coordinator on compliance with D.O.E., D.O.T., and D.M.V. training and documentation requirements
- Be present during D.M.V. or CHP audits



- Develop and implement minimum standards for bus operator trainees
- Monitor progress of trainees and provide periodic counseling and progress evaluation
- Disqualify and terminate trainees who fail to meet minimum standards during training course
- Assign and utilize Driver Instructors as needed in new hire training classes and monthly VTT classes for existing bus operators
- Conduct refresher training for bus operators returning to work after extended absence
- Testify on training or related fields at bus operator hearings, arbitrations or trials
- Re-train bus operators as directed by disciplinary hearings on accidents or rule violations
- Evaluate new equipment and changes in existing equipment and prepare data to be used as instruction criteria. (This material is distributed to bus operators when training on this equipment.)
- Train Driver Instructors and Transportation Supervisors on new equipment and provide them with outlines and checklists
- Compile and maintain "Training Subjects Manual"
- Obtain and maintain appropriate certifications
- Work with appropriate staff in the recruiting and selection process for bus operators
- Work with passenger relations and planning department to provide ADA training for persons with disabilities
- Coordinate local Bus Roadeos
- Represent GGT as necessary and assist in the structure and the presentation of the annual Regional Bus Roadeo
- Instruct and monitor operation of G.F.I farebox and radio systems
- Observe and monitor safe operation of vehicles by riding with operators; contact and correct operators on safety procedures
- Issue infractions for violations of safety policy and procedures
- Ensure employees under their supervision follow established safe work practices and obey all safety rules
- Assist in collision investigations as required or requested
- Perform driver safety observations by riding on board buses, or observing from a moving vehicle or fixed location and provide written reports on these observations; Issue discipline for safety violations observed
- Ensures that employees under his or her supervision follow established safe work practices and obey all safety rules
- 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 driver safety principles and procedures. Comprehensive knowledge of state driving regulations. 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.

Skills or Ability to: Motivate new students and operators returning for retraining. Teach driver safety. Ability to 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. 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/or Experience: Associate degree or equivalent in transportation studies, public administration, education or related field; additional position related experience may be substituted on a year for year basis in lieu of degree. Position requires a minimum of five years' commercial driving experience which must include a minimum of two years' as an inter-city transit Full Time Bus Operator. In addition, must have one-year classroom training and/or instruction experience and one-year supervisory experience that includes staffing, counseling, coaching, training, motivating and disciplining others. Prefer experience in traffic collision investigation and or safety enforcement. Experience as a Transit Transportation Supervisor is desirable. Must have intermediate and proficient computer skills. including, but not limited to, Word, Excel, and Power Point. Computer aided dispatching software experience is preferred.

Required License: 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 probationary period.

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 work station and use computer to type reports, manuals, etc.