Capital Area Transit System

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| POSITION: | Safety & Training Manager |
| OPENING DATE: | Friday, August 6, 2022 |
| CLOSING DATE: | Friday, August 19, 2022 |
| RECRUITMENT TYPE: | Internal |

SAFETY & TRAINING MANAGER

Position Overview

The Safety & Training Manager will perform a variety of complex professional and technical work involved in planning, developing, coordinating and conducting training programs to meet Operations Dept training needs; to assess safety and training needs; to develop, deliver and evaluate training programs; to recommend changes to policies and procedures effecting employee training, development and transit safety; to assist with departmental safety and drug/alcohol program compliance; and, to provide responsible staff assistance to the Operations Director.

*Essential Duties:*

• Manage new hire and veteran operator training programs to ensure that all operators receive the maximum initial and recurrent training.

• Provide and/or manage classroom and behind the wheel instruction according to transit specifications in all aspects of vehicle operation in the course of passenger transportation, including defensive driving, service area familiarization, passenger loading, unloading and securement, proper manifest documentation, use of on-board equipment, accident and emergency procedures, dispatch and radio communications, and passenger sensitivity.

• Provide and/or manage monthly or annual ongoing/refresher training in relevant topics.

• Respond to and /or provide for trained staff response to operator accidents and incidents, ensuring appropriate collection of information, documentation of events and reporting per company policy.

• Review all vehicular, passenger and employee accidents and incidents for determination of cause and preventability, identifying potential trends to be addressed in future training efforts.

• Assist in recruiting and screening of potential new hire operator candidates to be placed into training ensuring that efforts meet agency staffing needs.

• Establish functional Safety Committee of operators and staff to review safety concerns and make recommendations to management for potential additional safety efforts.

• Ensure complete and accurate documentation of all training activities and accurate completion of all training related employee records.

• Ensure that safety technology tools are used and those results are examined, trend data is analyzed and plans are developed to reduce and then prevent future safety incidents.

• Ensures a consistent Safety culture throughout the agency that incorporates operations, safety and maintenance departments and emphasizes the team approach and individual responsibility of all employees to achieve common goals.

• Performs other duties as assigned or apparent

*REQUIRED KNOWLEDGE, SKILLS, and ABILITIES*:

* Knowledge of local training program and local operations, familiarization or ability to quickly learn service area
* Knowledge of agency vehicles used including components and data/communications systems
* Knowledge of State and Federal regulations and agency safety programs and policies
* Ability to communicate effectively both orally and in writing
* Ability to work cohesively with all agency departments
* Ability to also work independently and objectively
* Ability to successfully delegate tasks
* Provide appropriate supervision and follow up to staff
* Have strong organizational skills
* Have strong analytical skills

*MINIMUM QUALIFICATIONS*: A Bachelor’s degree in any field is required.

Please submit a cover letter and resume to: [lshelton@brcats.com](mailto:lshelton@brcats.com). Submittal must be received no later than Friday, August 19, 2022.

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