

TRAINING & SAFETY INSTRUCTOR

DEFINITION

Occupants of this classification are in the classified service. The position is responsible for effectively and efficiently planning, developing, administering, coordinating, and evaluating training and safety programs and ensures compliance with state and federal rules and regulations related to public transportation.

SUPERVISION RECEIVED AND EXERCISED

The person(s) assigned to this classification reports to the Transit Operations Manager. Responsibilities include the supervision of Bus Operators and other City employees during training.

ESSENTIAL JOB DUTIES

The following tasks are essential for the person(s) assigned to this classification. Incumbents in this classification may not perform all of these tasks, and/or may perform similar related tasks not listed here.

1. Develops, coordinates, conducts and monitors the training needed for Bus Operator Trainees and other City employees to attain/maintain a Commercial Driver License. Passenger Endorsement; and Verification of Transit Training (VTT) when applicable in accordance with all state and federal regulations.
2. Trains and evaluates Bus Operators and conducts refresher training courses and post accident follow-ups that comply with all City, State and other external mandates or regulations.
3. Assesses on-the-job performance through observation and training. Provides behind the wheel/on the road training for new and existing Bus Operators and other City personnel including those seeking specialized licenses.
4. Makes employment recommendations based on evaluations of at-will or probationary employees, as necessary. Completes performance review records discussing strengths and weaknesses of performance with new and existing Bus Operators.
5. Develops and presents classroom and field training. Develops, implements, and analyzes training program tools and recommends and implements program improvements. May use training aides such as audio-visual equipment, printing material, computer-based training tools, etc. Seeks out additional training aids/materials from various sources i.e. web-based training, new clips, etc.
6. Develops, utilizes, processes and/or maintains forms and records to ensure complete, timely, and accurate documentation of training records that meet all applicable rules and regulations.
7. Participates in Committee's to improve the safety of the Transit Operations Division.

MARGINAL JOB FUNCTIONS

September 2018
November 2004
July 2003
November 1998

The following tasks are typically performed by person(s) in this classification but are considered less than essential.

1. Participates in the new hire process as appropriate.
2. May operate a bus in-service, as needed, to ensure complete coverage of all runs.
3. May participate in state and federal inspections and/or audits to ensure the department is in compliance with rules and regulation related to public transportation.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Applicable federal, state and local rules and regulations related to driver training requirements.
- State vehicle code and traffic regulations applicable to bus operations.
- Office practices and record keeping.

Skill and Ability to:

- Train and assist Bus Operators and/or other City employees.
- Prepare reports, presentations, and maintain records.
- Establish and maintain effective working relationships.
- Communicate effectively both in writing and orally.

LICENSE AND CERTIFICATES

Possession of a valid California Class B driver's license with Passenger Endorsement for 3 recent consecutive years and verification of Transit Training Certificate. By date of hire, must possess Department of Transportation Safety Institute Instructors Course for Transit Trainers Certificate.

TRAINING AND EXPERIENCE

Any combination of education, training and experience which would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be: three (3) years of public transit operations experience including operating a bus, dispatching, and/or supervision. and one (1) year of experience conducting, coordinating and developing employee training and development programs. A good driving record, defined as no accidents, warrants, records of negligence or recklessness in driving and no more than one (1) moving violation within the preceding three (3) years. A conviction for driving under the influence of alcohol or drugs may be disqualifying. A successful prior employment reference check is required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print and see distance.
- Require the mobility to stand, stoop, reach and bend and sit continuously for periods of up to 1½ hours. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to work in the office and outside in inclement weather without effective protection from sun, cold, and rain.

- May be required to work evenings or weekends.