



JOB TITLE:	SUPERINTENDENT, BUS SAFETY TRAINING	DIVISION:	BUS
REPORTS TO:	DIRECTOR OF BUS OPERATIONS	EEO CATEGORY:	01 - EXECUTIVE
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

The Superintendent of Transportation Safety & Training will concentrate on specific job description functions which involve general safety, bus operator safety and training and related duties. This position will have the responsibility and accountability for investigating collisions, incidents and passenger complaints related to safety and issuing discipline. This will be the staff liaison position with the Third Party Administrator. This position will also be responsible for the development of the Bus Operator Safety Program activities, enforce safety policies, monitor newly hired bus operators, and observe overall bus operator performance regarding safety incidents, compliance with safety operations, and general operating functions such as farebox, radio and head sign use. Will identify training needs based on operations trends. Will conduct first level hearings related to collisions and safety incidents as well as oversee all retraining for returning operators or those needing refresher training due to performance issues.

Essential Responsibilities

- Establishes department goals and objectives and ensures that key staff are cross-trained.
- Works closely with the Bus and Maintenance Departments to develop a training curriculum to address fleet safety issues.
- Maintains a safety program for passengers and employees.
- Develops and maintains safety awards and incentives program.
- Responsible for continued modernization of recordkeeping methods and training materials.
- Manages projects and/or provides oversight regarding on-board equipment, operating equipment (coaches), and training.
- Acts as District hearing officer for collision and operations grievance hearings.
- Acts as designated “back-up” to Transportation Operations Superintendent for first level operations hearings.
- Reviews customer service comments for trends and areas of retraining needs.



- Responsible for technical writing of policies, procedures, manuals, and training materials.
- Authors safety bulletins and monthly safety newsletter.
- Co-chairs the joint management/labor safety committee with union designee.
- Develops training and development plans for internal staff.
- Attends quarterly Training Instructor meetings.
- Develops and/or approves the annual VTT curriculum.
- Maintains records in organized fashion and performs quarterly audits to ensure compliance with State and Federal regulations.
- Acts as a member of Continuous Quality Improvement (CQI) Team consisting of Bus Operators, Transportation Supervisors and Dispatchers and develops new and modern ways of delivering training based on committee recommendations.
- Monitors Bus Operators Hours of Service (HOS) for compliance with State and Federal regulations.
- Develops emergency preparedness policies and procedures and materials and conducts staff training on these materials and prepares annual drill to test practical application of policies and procedures.
- Maintains monthly statistics and reports them on the proper form to proper District personnel for submission to FTA, NTD or other authority.
- Acts as District representative for CHP terminal inspection, DMV or other operational regulatory inspections.
- Acts as a liaison with security contractors. Responsible for video surveillance equipment and facility security.
- Analyzes safety trends and develop statistical reports outlining these trends, as well as develops policies, procedures and methods to reduce these trends.
- Maintains training manual for new hire bus operators.
- Acts as Bus Division representative to the Advisory Committee on Accessibility (ACA).
- Work with the Planning department and other officials on bus stop design and safety considerations.
- Coordinates Bus Rodeo
- Keeps abreast and makes recommendations in areas related to best practices and new developments in the field of training and adult learning strategies
- Conducts regular audits of safety and training records, makes recommendations on findings and conducts follow up as necessary.
- Performs all job duties and responsibilities in a safe and professional manner to protect oneself, fellow employees and the public from injury or harm by promoting safety awareness and following safety procedures in an effort to reduce or eliminate accidents.
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Knowledge of:

- Collision investigation practices and procedures
- FTA safety regulations, Federal Motor Carrier Safety Administration (FMCSA) statutes, California Code of Regulations (CCR) Title 13, and the California Vehicle Code (CVC) and any other law, regulation or rule related to the operation of public passenger carrying vehicles.
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access).

Ability to:

- Demonstrate effective interpersonal skills
- Demonstrate effective written and oral communication skills
- Perform collision analysis and develop specific corrective and preventive procedures
- Prepare clear, complete and concise operational and statistical reports, correspondence, operating bulletins and memos
- Effectively operate a personal computer using MS Word, Excel, Access, PowerPoint software and learn other software programs as required

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Public Administration, Business Administration, Transportation or a related field. Additional recent position-related experience may be substituted on a year-for-year basis in lieu of education. **Applicants who do not possess a degree should attach a statement supporting additional recent position related experience.**
- Experience in safety and training, including collision investigation, training programs, and DMV requirements; dispatch and street operations; labor relations and contract interpretation for an agency of at least 150 bus operators.
- Minimum of 5 years supervisory experience in transit management.
- Transportation Safety Institute (TSI) Train the Trainer certification is preferred.

Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record (Drives District vehicles on a regular basis).
- California Commercial Drivers License with a minimum of one year commercial driving experience.
- No DUIs or reckless driving infractions within the last 7 years. No more than 2 moving violations within the last 3 years.
- Operates District vehicles on a regular basis.

Physical Requirement:

24-hour call position which requires ability to work beyond standard office hours to attend evening and weekend meetings, meet with employees working swing and graveyard shifts and respond to emergencies.