

**CRIS Rural Mass Transit District
Driver Supervisor /Safety Officer**

Driver Supervisor /Safety Officer reports to the Associate Administrator

GENERAL PURPOSE:

- Supervises all of transit's driver operations including driver daily oversight, training and safety, field monitoring of bus operators to ensure adherence to standards and safety compliance.

TRAINING

- Plan, organize, and supervise all aspects of the training and safety programs of the transit system, including development and implementation of on-going training and safety programs for all personnel.
- Participates in the selection, training, and certification of transit personnel.
- Supervise and coordinate bus and paratransit operators including regular evaluations of employees.
- Oversee preparation of scheduling assignments for drivers and monitors assigned bus and van operators and bus washers to ensure safe and efficient service operations.
- Schedules and assigns training programs for drivers and support personnel.
- Assesses training needs of route and demand service van operators; develops, schedules, contracts or conducts operational and safety training.
- Evaluates the effectiveness of each training program through post-training testing or on-the-job observation.

SAFETY

- Plans and schedules training and safety programs and remedial or refresher training.
- Responsible for all accident investigation.
- Stays current on state and federal regulations and assures that service remains in compliance with all regulations.
- Review pre/post trip inspection reports; coordinate maintenance and repair activities for transit and paratransit operations, equipment and vehicles.
- Monitors field operations to assure compliance with performance standards and safety regulations.
- Prepares and maintains legible and concise activity logs, training records, accident reports and other documents relevant to transit operations.
- Investigate public complaints concerning customer services, driver actions, service issues and vehicle safety.
- Provides on-site investigation of accidents and interviews operators, witnesses, maintenance personnel and safety officials to determine cause and recommends appropriate remedial actions to prevent future accidents.
- Assist in developing and enforcing security, safety, and department regulations and policies.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

- May perform backup driving duties as needed.
- Coordinate equipment resources.

Knowledge of or capable of learning:

- Design and implementation of training programs.
- Municipal transit system operation.
- Generally accepted safety procedures.
- Federal and state laws and regulations pertaining to the operation of a public transit system.
- Applicable personnel policies.
- May maintain maintenance records; order and receive supplies and equipment.
- Participate in committees as assigned.

Ability to:

- Develop, implement, and evaluate transit employee training and safety programs and to correct employee deficiencies.
- Gather and analyze data and prepare maintenance reports; maintain ridership and other transit related data and report to management as directed.
- Communicate effectively, both orally and in writing.
- Maintain excellent attendance.
- Learn and use in-house software programs.
- Provide quality services in a cost-effective manner and recommend improved methods of performing the work.
- Physically perform the essential functions of the job.
- Must be able to work varying schedules to meet the needs of the system (i.e. nights and Saturdays/holidays). Must be available all working hours of operation.

MINIMUM QUALIFICATIONS: (Persons applying for a position of this class should have any combination of the following experience and training.)

- Three years increasingly responsible training experience preferably oversight and safety, of six (6) or more employees.
- Three years' experience programmatic state and federal reporting.
- Experience in to effectively develop and conduct employee training programs.
- Ability to interpret and apply federal/state regulations.
- Ability to deal effectively with supervisors, co-workers, and the public; resolve employee complaints.
- Must have Illinois driver's license and ability to receive passenger endorsement.
- Any equivalent combination of college experience and formal education and/or training in public administration, business administration.