



JOB TITLE:	TRANSPORTATION TRAINER	DIVISION:	BUS
REPORTS TO:	DIRECTOR OF TRAINING & SAFETY	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	NON-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 direction of the Director of Training and Safety 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. Instruct Bus Operators for safe operations of vehicles, uniform compliance, and enforcement of District rules, regulations, policies, and procedures. Document Bus Operator Students' performance. Must be willing to work shift assignments from Santa Rosa, Novato, San Rafael, or San Francisco Division locations. May be assigned to perform other duties.

Essential Responsibilities

- Conducts training class for newly hired bus operators, including obstacle course, classroom and "over the road" instruction by delivering standardized curriculum.
- Develops classroom curriculum, including itinerary, lesson plans, training and testing materials and implement training for newly hired and existing bus operators.
- Acts 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 conversations.
- Maintains complete and accurate documentation on every facet of training and testing for each student as required and mandated by state and federal governments.
- Performs individual evaluations of student operators progress in the training program.
- Conducts ongoing Verification of Transit Training Classes for existing bus operators and other commercially licensed employees who need to maintain a V.T.T.
- Supervises Bus Operators fitness -for -duty as they report to work, including observing for divergencies from normal behavior patterns, uniform appearance, grooming and possessions of driving credentials and medical card.
- Works with the Director of Training and Safety on compliance with D.O.E., D.O.T., and D.M.V. training and documentation requirements
- Develops and implement minimum standards for bus operator trainees.
- Monitors progress of trainees and provide periodic counseling and progress evaluation.
- Conducts refresher training for bus operators returning to work after extended absence.
- Testifies on training or related fields at bus operator hearings, arbitrations, or trials.



- Re-trains bus operators as directed by disciplinary hearings on accidents or rule violations.
- Evaluates 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.) outlines and checklists.
- Compiles and maintain "Training Subjects Manuals."
- Obtains and maintain appropriate certifications.
- Works with appropriate staff in the recruiting and selection process for bus operators.
- Works with passenger relations and planning department to provide ADA training for persons with disabilities.
- Represents GGT as necessary and assist in the structure and the presentation of the annual Regional Bus Roadeo.
- Instructs and monitor operation of G.F.I farebox and radio systems.
- Observes and monitor safe operation of vehicles by riding with operators, contact and correct operators on safety procedures.
- Issues infractions and/or discipline for violations of safety policy and procedures.
- Ensures employees under their supervision follow established safe work practices and obey all safety rules.
- Performs driver safety observations by riding on board buses or observing from a moving vehicle or fixed location and provide written reports on these observations; and issues discipline for safety violations observed.
- 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:

- Coaching & Counseling principles and practices.
- Labor and Union working agreements.
- Comprehensive knowledge of Smith System driver safety principles and procedures.
- 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.

Skilled in or Ability to:

- Motivate new students and operators returning for re-training.
- Teach driver safety.
- 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 Experience Equivalent to:

- Bachelor's degree in transportation studies, public administration, education, or related field; Additional qualifying position-related experience may be substituted on a year-for-year basis in lieu of the education requirement. A written statement detailing qualifying experience must be submitted with the application.
- Must have three-years' (3) or more experience as a full-time Bus Operator.
- Must have two-years' (2) or more experience of classroom training and/or instruction experience including counseling, coaching, training, motivating and disciplining others.
- Must have proficient computer skills including, but not limited to, Word, Excel, and Power Point.
- Computer aided dispatching software experience is preferred.

License(s):

- 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 (TSI), during probationary period.
- No more than one moving violation and no "at fault" accidents within the last 3 years.
- Operates District vehicles on a regular basis.

Physical Requirement:

- Must be able to lift 50 pounds. Reach above your head, bend at the waist, stoop and kneel.
- Sit at computer workstation and use the computer to type reports, manuals, etc.
- Long periods of standing and walking.
- Must be available to work weekends and nights.