CITY OF FOLSOM

TRANSIT TRAINER

DEFINITION
Under general supervision, perform training and driving instruction to transit bus drivers; assist with a variety of safety and accident responsibilities as required. Incumbents may oversee, monitor, and/or direct the work of lower level personnel.

DISTINGUSHING CHARATERISTICS
The Transit Trainer is the specialist level in the transit series. This class is distinguished from the Transit Bus Driver class in that the former develops and conducts transit driver training. Incumbents in this class are responsible for the administration of the reporting and performance requirements regarding safety and training for Transit Drivers.

EXAMPLES OF ESSENTIAL DUTIES
NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Develop a variety of training materials for transit personnel.
- Conduct regular classroom and behind-the-wheel training to new and current transit drivers.
- Conduct transit driver orientations.
- Implement the City's transit safety program to ensure transit driver compliance with all federal and state laws.
- Recommend and prepare findings on safety issues.
- Train transit drivers and other departmental staff on safety practices and procedures.
- Assist with the investigation of accidents, safety, and training related complaints.
- Conduct coaching and counseling sessions with drivers.
- Drive a transit bus as required.
- Maintain pertinent transit driver records.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS
NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Comprehensive citywide safety and bus training programs.
- State and federal laws governing safe operation and maintenance of a transit fleet and the investigation and adjudication of accidents and injuries.

- Field investigations of safety and environmental hazards.
- Principles of adult learning.
- Practices and principles of vehicle inspections for transit.
- Emergency procedures.
- Defensive driving and bus maneuvering methods.
- Common word processing, spreadsheet, and database software.

Ability to:

- Conduct effective classroom and field training programs.
- Analyze operational and transportation safety issues and concerns, evaluate and recommend effective alternatives, and recommend effective courses of action.
- Instruct others in the safe operation of buses in accordance with city policies, state & federal regulations and procedures.
- Prepare reports, correspondence, records, and training materials.
- Exercise sound, expert, independent judgment and initiative with policy guidelines.
- Use standard office equipment.
- Conduct accident investigations.
- Keep proficient and accurate records required by law for transit drivers.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:
Five (5) years of full-time progressively responsible experience in administering training and safety programs in a public transit agency.

License, Certification, Registration Requirements:

- Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment.
- Possession of a VTT Training Certificate.
- Completion of the Instructor's Course in Bus Operator Training, or equivalent course.

Physical Requirements:
Work is performed in a typical field setting. (1) Mobility: occasional use of a keyboard; frequent; sitting, turning, reaching, walking; occasionally bend, stoop, or squat. (2) Lifting: occasionally lifting up to 10 pounds. (3) Vision: constant use of overall vision; occasional color and depth vision. (4) Dexterity: frequent repetitive motions; frequent grasping, holding and reaching. (5) Hearing/Talking: frequent hearing. (6) Emotional/Psychological: frequent co-worker contact. (7) Environmental: frequent exposure to noise; occasionally may be exposed to fumes, smoke, or gases; frequently work around moving objects or vehicles.

Other Requirements:
Must be willing to work flexible hours, nights, and weekends.

Information Block

Class Code:
FLSA Status: Non-exempt
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: