



**MANAGER OF SAFETY AND TRAINING
JOB DESCRIPTION**

Job Title: Manager of Safety and Training

Reports To: Executive Director

FLSA: Exempt

Job Function

Ensuring Lebanon Transit operations and facilities meet the highest standards of safety.

Responsible for the establishment of training programs and materials for initial, periodic and remedial instruction.

Investigate and recommend mitigation for all safety occurrences, including safety issues system wide.

Ensuring all staff members are committed to the principles of Lebanon Transit and skills needed for maintaining a safety sensitive work environment.

Ensure compliance with all Federal, State and local laws/ regulations.

Training as directed by the Executive Director and works according to Lebanon Transit standards.

Lebanon Transit Operators and Maintenance Department staff participate in a Collective Bargaining Agreement with Teamsters Local Union 429.

Responsible for meeting all attendance requirements.

Conduct Lebanon Transit business in a positive manner.

Ensure confidentiality and expeditious resolution of all duties.

This is a Safety-Sensitive Position requiring Department of Transportation (DOT) Drug and Alcohol testing.

Position is responsible to the Executive Director.

Essential Functions

- Manage and develop staff training programs;
- Prepare reports to the Executive Director related to training programs, safety occurrences, operator evaluations and modifications to safety regulations;
- Effective participation in management staff meetings, as directed by Executive Director;
- Prepare monthly Lebanon Transit Board Report;
- Maintain detailed training records;
- Develop criteria in conducting operator evaluations;
- Maintain retraining documents;
- Evaluate operator employment applications from a safety and training perspective;
- Track driver's license expiration dates and physical examination to ensure validity and compliance;
- Prepare for annual State Association for Transportation Insurance (SAFTI) Safety Review;
- Sustain a continued understanding of all Federal, State and local safety regulations, along with all policies to ensure compliance by Lebanon Transit staff;
- Apply the terms of the Collective Bargaining Agreement within areas of responsibility;
- Examine and evaluate the validity of vehicle camera videos;
- Respond and manage accident investigation and response, including Post-Accident Drug and Alcohol testing. Manage and prepare accident investigation reports and recommend resulting course of action;
- Manage all vehicle, property and liability issues/claims concerning Lebanon Transit;
- Act as Chair of the Safety Committee and schedule quarterly committee meetings to evaluate accidents and course of action;
- Supervise Safety Incentive Program;
- Participate in planning, implementation and monitoring of transit services provided by Lebanon Transit;
- Manage and assist Shared Ride and Fixed Route supervisors in communicating concerns with property owners and/or municipal authorities concerning bus stop locations, bus stop signs/shelters installation, traffic flow and/or other safety related issues;
- Complete National Transit Database (NTD) Monthly/Yearly Reporting; and
- Review and update annually the Lebanon Transit Agency Safety Plan.

Physical Demands

The Physical Demands described here are representative of those that must be met by staff member to successfully perform the functions of this job:

- He/she may need to sit or stand as needed and may be required to walk, periodically. Reaching above shoulder heights or below the waist; climb stairs; balance; stoop, kneel, crouch and/or crawl; talk and hear. He/she must occasionally lift and/or move up to 25 pounds - proper lifting techniques required. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; and

- For the most part ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

Qualifications and Skills

- High School/College Education (technical or trade school preferred);
- Valid Pennsylvania Class B Commercial Driver’s License with “P” Endorsement and Air Brake Restriction Lifted;
- Attain the Pennsylvania Public Transportation Association (PPTA) Master Trainer Certification within twelve (12) months of hire;
- Attain Transportation Supervisor Certificate- Community Transportation Association of America (CCTA) within twelve (12) months of hire;
- Attain Safety and Security Officer Certificate- Community Transportation Association of America (CCTA) within twelve (12) months of hire;
- Minimum of three (3) years management experience or equivalent in training and safety field, including the development of staff training programs;
- Minimum of three years (3) management experience or equivalent related to accident investigation and evaluation;
- Knowledge and application of Federal, State and local safety regulations and policies;
- Computer skills, including knowledge of Microsoft Word, Excel and PowerPoint;
- Ability to operate office equipment, such as copiers and fax machine;
- Excellent organizational and record keeping skills;
- Ability to work evenings and weekends when necessary; and
- Drive for Fixed Route or Shared Ride service when necessary.

Safety

Lebanon Transit has the following expectations for safety:

- Occupational injuries and illnesses are preventable;
- Every operation and process of Lebanon Transit shall maintain compliance with laws and regulations regarding safety and health, as well as the Lebanon Transit Agency Safety Plan;
- Management must assess and ensure occupational safety and health practices and programs are appropriate to support success;
- Working safely is a condition of employment;
- Safety training is required for everyone;
- Unsafe behaviors, conditions and events must be reported through the Employee Safety Reporting Program (ESRP); and
- Participate in a positive safety culture.

In accordance with 49 CFR 673, the Lebanon Transit Agency Safety Plan defines its Safety Management System (SMS) through four (4) parts, including:

- Safety Management Plan- Defines Lebanon Transit’s commitment to safety as well as the roles and responsibilities of all staff members;

- Safety Risk Management- Identifying unsafe conditions, unsafe behaviors and proactively mitigates those risks to the lowest level possible;
- Safety Promotion- Communication of safety throughout Lebanon Transit;
- Safety Assurance- Ongoing process of evaluating safety risks and mitigations to ensure the mitigations are effective;

All Lebanon Transit staff members must be committed to safety.

Safety is freedom from the possibility of a work-related injury or property damage from an accident.

Sign Off

Requires frequent use of a computer terminal, review of documents, reports and operation of Lebanon Transit vehicles. Also requires trips to other locations and some travel which may require overnight stays.

Typical office conditions, except when performing Fixed Route and Shared Ride operator duties. However, he/she is required to move about the entire Lebanon Transit area to evaluate possible safety hazards in all types of road and weather conditions.

All exempt staff members must carry their cell phone at all times as a condition of employment. If the staff member will be in a location without cell service, he/she should notify the Executive Director.

This Job Description is not all inclusive and does not constitute an employment agreement between Lebanon Transit and staff member. The Executive Director may adjust this Job Description, including the addition of other duties or responsibilities as long as the changes do not significantly change the primary focus of the duties and responsibilities for this Position.

Signature

Date

Updated March 16, 2022

Lebanon Transit is a Drug-Free Workplace
Lebanon Transit is an Equal Employment Opportunity Employer

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