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# Brazos Transit District

## Job Description for Safety & Training Coordinator

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The purpose of this job description is to communicate the responsibilities and duties associated with the position of Safety & Training Coordinator. The following information should be considered a comprehensive description of this position; it should also be noted that some responsibilities and duties might not be specifically addressed. Brazos Transit District fully expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives. BTD recommends that all employees display an ongoing effort to familiarize themselves with the duties and responsibilities of those positions directly above and below their own.

<b>Job Title:</b>	Safety & Training Coordinator
<b>Supervisor:</b>	Deputy CEO/General Manager
<b>Location:</b>	2117 Nuches Lane, Bryan, Texas
<b>FLSA Status:</b>	Exempt
<b>Safety Status:</b>	Safety Sensitive
<b>Job Brief:</b>	The job of Safety & Training Coordinator is to conduct safety oversight and training, as well as customer service etiquette for BTD operators and staff.

### Essential Functions

- Provide training for BTD staff as outlined in BTD approved training manual and handbook.
- Develop, update and conduct safety, training, ADA and certification programs for all Vehicle Operators. Stay up to date with all ADA compliance.
- ADA training, such as PASS, for BTD staff.
- Ensure ADA Compliance for all BTD staff.
- Interaction with staff to develop procedural information for training information.
- Monitor and analyze Trapeze MDT Center, Schedule Editor and other software applications to proactively make suggestions and updates for driver training and procedures. Collect suggestions from drivers.
- Create and maintain training schedules for individual and group training, new driver training, certification, and update certifications.
- Provide additional MDT and safety training for new drivers as well as reviewing BTD policies and procedures on an individual basis.
- Implement and track a standard follow-up procedure from individual driver training sessions.
- Perform routine and quality assurance checks on all staff to ensure safety and customer relations policies are being adhered to.
- Communication system for informing drivers of changes and making changes to training materials.
- Provide technical assistance to develop Driver Manuals.
- Conduct training & safety workshops, classes, training sessions and employee developmental programs quarterly and/or upon request.
- Become familiar and stay up to date with BTD's program policies and procedures, as well as state and federal requirements.
- Maintain and ensure compliance with BTD's Public Transportation Agency Safety Plan.
- Manage all security monitors and the safety coordinator.
- Maintain confidentiality of information and professional customer/employee/supervisor relations.
- Maintain the standards of BTD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI, Code of Conduct and safety policies and procedures.
- Ability to operate in a constant state of alertness and in a safe manner.
- Additional duties as assigned.

- May be assigned to work and perform duties outside the normal scope of their work schedule to fit the needs of BTD, including holidays and weekends.

**EMERGENCY RESPONSE/RECOVERY ACTIVITIES** - All employees will be required to work before, during, or after an Emergency. During an Emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

### **Education and Experience**

Equivalence to a high school education.

CDL Class B License with passenger endorsement (or must obtain within 60 days of employment).

**Aptitudes Required** This job requires the following levels of aptitudes:

**Reasoning Development** - must be able to apply with common sense understanding to carry out instructions furnished in written or oral diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.

**Language** - must be at a level that would normally read at a rate of 120 to 215 words per minute. Must be able to write compound and complex sentences using adjectives. Must be able to speak clearly and distinctly with appropriate pauses and emphasis. Bilingual preferred.

**Math Development** - must be able to add, subtract, multiply and divide.

### **Supervision Received**

Supervision provided when necessary.

### **Work Environment**

Constant need for daily outdoor work including: dampness, dirt, noise, temperature extremes, vehicle fumes, petroleum products, chemicals, vehicle vibrations, traffic, bad road and weather conditions, and for eye/hand/foot coordination. Occasional need to work indoors and in confined spaces.

### **Physical Requirements**

- Have constant need (66% - 100% - 33% of time) to work outdoors, work in confined spaces, to be exposed to extreme temperatures, and for eye/hand/foot coordination.
- Have occasional need (33% - 66% of time) to work indoors.
- Have rare need (less than 1% of time) for exposure to fumes, chemicals, solvents, etc.

### **Lifting/Carrying**

- Have frequent need (1% - 33% of time) to lift/carry 26 - 150 pounds.
- Have occasional need (33% - 66% of time) to lift/carry 26 - 150 pounds
- Have rare need (1% - 33% of time) to lift/carry 10 - 25 pounds.

### **Other**

Ability to see details and to see beyond arm's length. Ability to hear and speak with other personnel to communicate effectively.

### **Optimum Qualifications**

The successful candidate must meet the aptitude requirements listed in this description. Candidate should have at a minimum good English communication, organizational skills, and be able to provide exceptional customer service. Candidate must be able to read and write English. Candidate must be able to interact with staff members in a courteous, pleasant, and helpful manner. The employee must work well with other employees and take directions from their immediate supervisor. The employee must be able to work a flexible schedule in a fast-paced environment.



I have read, understand and agree to perform the duties as outlined in this job description.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

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**Brazos Transit District**  
Applicant Acknowledgement

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I \_\_\_\_\_ acknowledge that I have received a copy of the job description for the Safety & Training Coordinator for Brazos Transit District. I further acknowledge that I have read the job description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this job. Based on the information provided me on the job description, I hereby attest to the following:

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Yes \_\_\_\_\_

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No \_\_\_\_\_

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Other (Please explain):

  
  
  
  

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Applicant Signature

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Date

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**Brazos Transit District**

Employee Acknowledgement

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I \_\_\_\_\_ acknowledge that I have received a copy of the job description for the Safety & Training Coordinator for Brazos Transit District. I further acknowledge that I have read the job description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this job. Based on the information provided me on the job description, I hereby attest to the following:

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Yes \_\_\_\_\_

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No \_\_\_\_\_

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Other (Please explain):

  
  
  
  
  
  
  
  
  
  

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date