



## **Fleet & Safety Training Specialist**

Non-Exempt

Full Time

Location: All

Job Description as of 2.2019

*Salary: As determined by qualifications*

*Hours: Monday through Friday, Hours TBD*

*Benefits: Full time benefits apply*

### **Responsibilities:**

Under the guidance of the Director of Operations, the Fleet & Safety Training Specialist will coordinate the agency's fleet maintenance and vehicle operator safety program to ensure overall safety compliance. This position schedules and monitors fleet repairs, preventive maintenance and maintains proper vehicle records. The goal of this position is to ensure the highest level of safety for Virginia Regional Transit employees and passengers. This individual must have a commitment to Virginia Regional Transit's vision, mission and goals.

### **Essential Functions:**

- Deliver and maintain accurate reports of all agency vehicles on a monthly basis
- Ensure agency is in compliance with all federal, state and local vehicle regulations
- Assist in coordination of vehicle maintenance with selected contractors
- Oversee vehicle maintenance files insuring routine maintenance intervals and appropriate repair filing is in compliance with the agency's fleet maintenance plan and within FTA and/or DOT guidelines
- Review vehicle repair orders for accuracy on a monthly basis
- Track vehicle warranties and maintain corresponding documents to uphold warranties
- Track annual state tags, inspection and emissions stickers, safety first identification and interior postings to ensure every vehicle is properly tagged in compliance with FTA, FMCSA and DOT regulations as applicable
- Coordinate bus wraps and ad installations and removals
- Conduct inspections of interior and exterior of all vehicles for damage and/or repairs
- Coordinate regional TAPCO safety training plan for all current bus operators and provide extensive training during new hire orientation for safety-sensitive positions as required
- Coordinate effective monthly, quarterly and annual safety trainings for bus operators in all regions as requested or required
- Oversee accident review committee; coordinating agenda, scheduling meetings, maintaining records and providing insight to remedial actions
- Analyze accident investigations to assist management with accident remediation plan to include but not be limited to gathering and maintaining pertinent data
- Collect, review and analyze mileage records on a monthly basis

- Maintain digital records to organize information related to the agency's fleet
- Assist with vehicle purchase specifications, vehicles deliveries and disposal of retired vehicles

**Secondary Functions:**

- Perform light repair work on buses as needed and/or operate bus wash system as needed
- Maintain business partnership with vendors
- Some travel required
- Other duties as assigned

**Education/Training:**

Any combination of education and experience equivalent to a college degree, plus one year of fleet maintenance and or safety training experience preferred.

**Knowledge, Skills and Abilities:**

Maintain acceptable driving record with CDL class B license with passenger, airbrake and school bus endorsements (or ability to obtain CDL with endorsements within 90 days). This individual must be able to communicate effectively and professionally with customers, employees, vendors and managers. Additionally this individual must be proficient in Microsoft Office Suite and possess the ability to learn SHAH software.

**Physical Demands/Work Environment:**

As a normal function of the job, the employee will frequently kneel, push, grasp, pull, bend, stoop, walk for short distances, and climb entrance steps. The employee occasionally works in extreme outside weather conditions. The employee is exposed to wet and/or humid conditions, toxic or caustic chemicals. The employee must occasionally lift and/or move parts over 50 pounds.