

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGER, TRAINING & SAFETY

Reports To: Transit & Parking

UW Job Code: 4518

UW Job Family: 3C – Instructional/Educational Services

SOC Code: 13-1151

FLSA: Exempt

Grade: 21

Date: 2-1-22

JOB PURPOSE:

Under general supervision of Transportation Services Director, carry out the transit driver-training program including classroom and behind-the-wheel instruction, ADA passenger assistance, driver safety program, and maintaining training records and driver evaluations. Supervise drivers as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and maintain general new employee training and orientation program and materials including but not limited to departmental policies and procedures, substance abuse training, bus driving safety basics, defensive driving, pre-trip inspections, customer service/passenger relations, emergency procedures, communication protocols, equipment orientations.
- Develop and maintain the federal regulation ELDT (Entry-Level Driver Training) compliant “ground-up” classroom and behind-the-wheel training/cross-training program for employees with no commercial driving experience, for both fixed-route, demand-response, and OTR (over the road) FMCSA charter drivers. Approve ELDT training certificates indicating drivers have met federally regulated standards required to test for commercial driver’s license.
- Plan and conduct all other transit-related programs including defensive driving, passenger assistance, customer service, drug and alcohol, first aid/CPR. Ensure that all employees stay current with certifications and training.
- Plan and conduct ongoing safety and security training workshops and meetings as directed or recommended by management and FTA/DOT. Oversee departmental safety programs and incentives. Ensure a safety culture throughout department.
- Maintain all training records, reports, operator policies, procedure manual, certification records, and renewals. Upload records into FMCSA TPR (training provider registry) account.
- Substitute for and assist Transit Supervisors, dispatchers, or drivers on an as-needed basis.
- Evaluate all fixed-route and demand-response drivers for operations and safety performance.

- Evaluate routes/stops for safety and efficiency, considering weather, traffic, construction, vehicle compatibility, etc.

SUPPLEMENTAL FUNCTIONS:

- Coordinate the creation, maintenance, and implementation of route logs and designs.
- Collaborate with transit mechanics on vehicle safety features to meet all relevant company, local, state, and federal policies/regulations.
- Audit vehicles to ensure compliance with company, local, state, and federal policies/regulations.
- Develop and supervise emergency safety drill/evacuation program to ensure correct procedures and driver knowledge.
- Help track, inventory, and maintain safety equipment.
- Other duties as directed by supervisor.

COMPETENCIES:

- Formal Presentation Skills
- Work Prioritization & Management
- Strategic Planning
- Initiative
- Technical/Professional Knowledge
- Conflict Management
- Individual Leadership

MINIMUM QUALIFICATIONS:

Education: **Associate's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Class A or B CDL, with "P" and/or "S" endorsement and air brake**
- **CTAA PASS Certification or equivalent**
- **Defensive Driving certification**
- **CPR certification**
- **First Aid certification**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Applicable University, state and federal laws, regulations, policies and procedures.
- Training methods, concepts, practices and techniques.
- Communication methods and strategies.
- Marketing strategies, methods, and practices.
- Planning and scheduling methods, concepts and practices.
- Time management techniques and strategies.
- Training assessment practices and methods.

- Training development and training resources.
- Training facilitation concepts, methods and practices.
- Organizational methods, prioritization methods, and deadline management.
- Multi-tasking techniques.
- Cost accounting principles and fee structure development practices, when required.
- Personal computer usage and applicable software/hardware and training programs.
- Community and state education agencies and other training resources.

Skills and Abilities to:

- Organize and assess training needs.
- Schedule training sessions.
- Teach or facilitate training for assigned areas.
- Use basic and advanced mathematical skills to determine fee schedules, if position requires.
- Effectively communicate with diverse communities.
- Move objects weighing up to 25 pounds.
- Manage database training program information.
- Operate audio-visual and/or instructional media equipment.
- Develop and use training aids and instructional materials using a range of media.
- Make training program selection, scheduling and room selection decisions.
- Maintain training supplies and equipment, including inventory management.
- Maintain course catalog and produce promotional materials.
- Maintain training statistics.
- Work as a team member and foster a cooperative team environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Occasional travel is required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.