



## Regional Trainer / Site Trainer Red Bluff, CA

**Opening Date:** 8/02/2017

**Closing Date:** Until filled

**FLSA Status:** Exempt, Full-Time

**Compensation:** Starting wage DOE

**Company Information:** [www.paratransit.net](http://www.paratransit.net)

### **Responsibilities:**

Red Bluff, CA - Conducts classroom and/or on the job driver training for drivers. Assist the Operations Manager in all phases of driver's supervision and performs driver assessments as required. Ensures safety practices are being followed. Operate and oversees training in small and large transit vehicles to ensure safe and timely transportation of passengers in a professional and courteous manner.

Regional - Responsible for the training of Paratransit Services employees and external customers to insure that individuals and groups of individuals gain and maintain the knowledge and skills necessary to perform their essential job functions. Training subjects may include but will not be limited to: CPR/First Aid, Defensive Driving Courses (DDC-4/6), Customer Service, safety, driving skills, vehicle operations, equipment operations, general office skills, and others as deemed necessary. In coordination with the Corporate Training Manager, responsible for training support for Paratransit Services operations, the development of Operator Skills Trainers, On the Job Trainers and Skill Assessors and Site Audits.

To perform this job successfully, a person must be able to perform each essential duty satisfactorily.

### **Essential Duties and Responsibilities:**

#### Red Bluff – Reports to General Manager

1. Responsible for remaining up to date on all company policies and procedures, and all training requirements.

2. May be required to instruct employees for orientation purposes regarding company history, policy and procedures.
3. Instructs drivers in all safety aspects of operating a company vehicle.
4. Trains drivers per company training program either on the road (OJT) and/or classroom training.
5. Submits required training reports and records to corporate training following each training class.
6. Insures that training is conducted on a regularly scheduled basis and as required for special needs.
7. Performs training assessments and recommends corrective training as required.
8. Maintains training records and assures that all required licenses and certificates of all driving staff are current.
9. Evaluate access and boarding challenges and communicate solutions to designated contact.
10. Ensures safety practices and techniques are being followed.
11. Serves on the safety committee.
12. May be required to submit operation reports to the General Manager
13. Coordinates training requirements with the Operations Manager.
14. May be required to drive when needed.
15. Must pass the Annual CHP Motor Carrier driver records inspection.
16. Must demonstrate consistent attention to detail.
17. Must be honest, trustworthy and dependable.
18. Essential duties require presence in the workplace on a regular basis. In order to accomplish this, regular attendance and punctuality must be maintained.
19. Interact with clients/passengers, when necessary to help with problems and safety issues that may occur.
20. Help clients/passengers with travel training when requested.
21. Perform other duties as assigned.

#### Regional - Reports to Corporate Safety, Training and Audit Manager

1. Responsible for remaining up to date on all company policies and procedures, and all training requirements.
2. Conducts on-the-job or classroom training on a regular basis or as needed on a variety of subjects including driver training, customer service, substance abuse, safety, etc.
3. Ensures safety practices and techniques are being followed.

4. Develops, implements and maintains training activities for both driver classroom trainers and OJT trainers.
5. Assists General Managers with the development and implementation of their training programs to ensure compliance of contract requirements and corporate standards.
6. Monitors, evaluates and performs on-site Safety, Training, Facility and Security audits and provides Audit to the General Manager.
7. Monitors and evaluates trainers, OJT trainers and training programs to insure internal and industry training standards are maintained.
8. Communicates training and safety issues to General Managers and Corporate Training Manager
9. Assists in new start up operations and other projects as assigned.
10. Provide reports for the Corporate Training Manager as required.
11. Must be available to travel a minimum of three weeks per quarter. There may be an operational contract start-up where a trainer will be required to be off site for 2-3 weeks.
12. Must be flexible and a team player.
13. Must work safely at all times.
14. Must demonstrate consistent attention to detail.
15. Performs other duties as assigned.

**Supervises:**

May supervise employees on an intermittent basis.

**Physical Demands and Work Environment:**

The physical demands and work environment described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Work is conducted in various settings such as offices, vehicles, and classroom settings. Duties are performed while either sitting for long periods of time in a motor vehicle or standing for long periods of time in a classroom setting. Can involve constant periods of sitting and working at a work station. Can involve repetitive motions of the hands, wrists, and fingers. Frequently required to walk, sit, talk, hear, and use phones. Frequently required to use hands to finger, handle or feel/operate objects, tools (keyboards, pones, files and file drawers etc.), or controls, and reach with hands and arms. Specific vision abilities required by this job include close, medium and far vision, and the ability to adjust focus. Requires the ability to push, pull and lift up to 50 lbs. Must possess the physical ability to perform driving functions without assistance. Moderate lifting, bending, twisting, stretching, kneeling, and crouching may be required to assist passengers in boarding and exiting the vehicle, including carrying items and lifting wheelchairs weighing up to 50lbs. Must be able to load/unload and push/pull occupied wheelchairs without assistance (with assistance if there is more than one step). While driving, may experience challenges related to adverse weather conditions or vehicular and pedestrian traffic. Must be able to

grasp, squeeze, kneel, reach, and stretch to do pre/post check of vehicles, adjust mirrors, and operate the vehicle, radio, MDT, and other equipment. Must be able to operate small to large vans and buses safely, and perform all of the above, without assistance. Must be able to operate all vehicle types assigned at numerous locations. Some travel will be required, including day trips or multi-night travel, and the use of autos (including rental vehicles, taxi, and bus) and airplane transportation when training or supporting projects.

**Knowledge and Abilities:**

Knowledge of: basic customer relations techniques; the service area; the safe operations of vehicles and the applicable State Motor Vehicle Laws. Must have good working knowledge and understanding of all policies and procedures and the appropriate training standards/requirements set forth by the Training Department. Must understand the history and mission of Paratransit Services. Must have sufficient knowledge of service area and routes to provide training in any part of the service area. Must have excellent passenger relation skills. Must have knowledge of passenger boarding and disembarking techniques, vehicle maneuvering techniques, radio procedures and emergency procedures. Must understand and reinforce defensive driving techniques

Ability to: train a diverse workforce; to work with the disabled and deal tactfully and effectively with individuals of varying backgrounds in stressful situations; to promote good passenger relations; to prepare accurate records and reports; to read and apply written rules, regulations, policies and procedures; to pass required drug and alcohol testing mandates. Must exhibit a positive attitude and ability to work cooperatively with all employees/departments. Ability to successfully complete training certification courses as required by specific operations location.

**Minimum Qualifications:**

Must have a minimum of eighteen months experience as a commercial driver, to include 12 months as a Paratransit Services Driver. Must be at least twenty-one years of age or as specified by location contract. Must have and maintain a good driving record, as well as a good overall employment record. Must maintain eligibility for Driver Performance Incentive (DPI) Program. Clean driving and criminal record of at least three and ten years, respectively, or as required by individual contracts. Must have valid CDL as indicated by individual contracts. Must project a professional image consistent with desired standards for all Paratransit Services Drivers. Must be flexible enough to accommodate ongoing changes in normal schedules.

Knowledge of office systems such as filing, mail delivery, copying services, word processing, faxing, etc.; Requires excellent communication skills, both orally and in writing; outstanding organization and interpersonal skills; and ability to maintain confidentiality. Knowledge of computer functions.

**How to Apply:**

Please download an employment application from this link:

<http://www.paratransit.net/pix/application.pdf> . You can apply by submitting a completed employment application form, along with your resume and cover letter to: Human Resources at [hr@paratransit.net](mailto:hr@paratransit.net); or, fax to (360) 824-6281; or mail to Attn: Human Resources 4810 Auto Center Way, Bremerton, WA 98312. No phone calls or drop-ins please.

Paratransit Services is an equal opportunity employer.