



Training and Risk Analyst Manager

Job Description

Reporting: Reports to the CEO/CFO

Job Summary: The Training Manager/Risk Analyst is responsible for creating, coordinating, and conducting all driver training programs, conducting risk assessments to identify and mitigate potential risks, assisting with the DART Programs, and working on and advising the CEO with the strategic vision of the company.

Required Qualifications:

- Advanced computer skills with proficiency in Microsoft Office (especially Excel)
- Must possess a valid Pennsylvania driver's license
- Must pass a criminal history record check, motor vehicle record check, child abuse history clearance, D.O.T. physical exam, and a drug and alcohol test; if hired, subject to random drug and alcohol testing
- Excellent written and verbal communication skills
- Two years of training and safety experience required
- Operations management experience is a plus
- Good understanding of management practices and techniques
- Must possess strong leadership skills
- High school diploma or equivalent, Associate's Degree or higher preferred

Responsibilities:

1. Create, develop, coordinate, and maintain all driver training needs for the company.
2. Stay up-to-date on the latest training procedures and systems to help enhance the company's current programs.
3. Handle and coordinate all new driver orientations and training.
4. Train and retrain all applicable personnel in vehicle responsibilities, defensive driving, accidents, accident reviews, wheelchair training, use of radios and tablets, road tests and certifications, ongoing safety awareness, accident procedures, post-accident evaluation and follow-up.
5. Conduct risk assessments to identify potential risks and implement measures to mitigate them.
6. Ensure peak organizational operations and provide preventative measures by identifying issues.
7. Implement established policies and procedures, measure outcomes against standards, and improve operational flow when identified.
8. Assist DART Manager with the DART Program
9. Maintain terminal efficiency.
10. Maintain professional level expertise in safety management and driver safety specifications.
11. Keep management informed by reviewing and analyzing special reports, summarizing information, and identifying trends.
12. Act as the certified investigator (CI) for the company and be the point of contact for all certified investigations. Must keep all certifications for the CI role up-to-date.

13. May be called upon for emergency breakdowns of drivers, and other activities at various sites and locations.
14. Perform other related duties as assigned by immediate supervisor or CEO.

Essential Functions:

1. Effective communication skills.
2. Managerial knowledge and judgement sufficient to act in the best interests of the company and its clients.
3. Adaptive to new technologies and effectively manage the resources assigned.
4. , standing, walking, and driving to locations where business activity occurs.
5. Strong critical thinking and analytical skills to absorb daily activities.
6. Interpersonal skills to coordinate and collaborate with employees at all levels in the organization. Strong people skills to manage situations effectively.
7. Ability to run reports and provide analytical data to Management when requested.
8. Excellent organizational skills and attention to detail
9. Self-motivated with the ability to meet deadlines and time management throughout the day.

This job description does not constitute an employment agreement between Bucks County Transport, Inc. and any employee/job applicant. BCT's management reserves the right to reassign duties or assign additional responsibilities as needed by BCT.

I have read and understand the job description and requirements contained therein.

Print Name _____ Date _____

Sign Name _____