

## **Saginaw Transit Authority Regional Services (STARS)**

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<b>Position Title:</b>	Safety Training and Security Director
<b>Department:</b>	Human Resources
<b>Reports to:</b>	Chief Human Resource Officer
<b>Position Location:</b>	615 Johnson Street
<b>FLSA Status:</b>	Salary (Exempt)
<b>Position Affiliation:</b>	Non-union (Safety-sensitive)
<b>Employment Status:</b>	Full-Time
<b>Salary Range:</b>	\$65,000-\$75,000

### **General Summary:**

As Director of Safety, Training and Security, you will support the organizations Mission, Vision and Values of the Saginaw Transit Authority Regional Services (STARS) through their high-level leadership in the Safety, Training and Security Department. You will also provide technical expertise and oversees, develops, and implements programs and procedures in compliance with Federal and State regulations and company policies. Remote Work: This job is intended to be an onsite job at STARS main location and remote work will not be available. On-call: status for a Safety Training and Security Manager typically means being the 24/7 primary point of contact for critical operational incidents and emergencies. This role goes beyond general availability; it is a high-responsibility commitment to ensure the agency always remains compliant with federal and state safety regulations.

### **Essential Job Functions:**

1. Oversees new bus operator training program and trains new bus operators in all aspects of operations in conjunction with the Training Officer.
2. Directs and governs all STARS training programs, including personnel records, safety compliance, supervisory development, and the driver trainer initiative, to ensure operational standards are met without providing direct instruction.
3. Prepares all safety and security manuals, reports and plans, including Public Transit Agency Safety Plans that meet the needs of the company and Federal and State regulations; and ensures routine updates to said documents; ensures all safety and security manuals and plans, policies and practices are current and meet the needs of the company and Federal and State regulations.
4. Resides as the expert in OSHA, CDL Compliance and regulations.
5. Initiates accident investigation and reporting; responds to accidents, cooperate with police investigations, obtain accident reports, provide reports to insurance offices.
6. Maintains accident/incident records using electronic files and does trend analysis.
7. Reviews reporting of all vehicular, passenger and employee accidents/incidents for determination of cause and preventability, identifying potential trends to be addressed in future training efforts.
8. Responds to personal injury and vehicle accidents, completing on-scene investigations, and preparing / submitting corresponding reports to insurance carriers.
9. Makes onsite post-accident drug and alcohol testing determination based on STARS Drug and Alcohol Testing Policy.
10. Convenes with the Accident Review Committee to determine preventability or non-preventability of the incident or accident and determine follow-up course of action.
11. Performs instructional check rides with bus operators when safety is in question to counsel on improved driving techniques for compliance with STARS safety policies.

12. Chairs the STARS Safety Committee coordinating meeting schedule, prepares meeting agenda and minutes and acts as liaison to management regarding safety committee meetings.
13. Develop security procedures that can be applied to the STARS facility and its service vehicles.
14. Manages contracted security teams
15. Oversees and administers the security access system and maintains the data to provide the employee the proper level of access given the employee's job position.
16. Oversees the security cameras for buses and facilities and will preserve video as needed for review and incident/accident reporting.
17. Prepares for and aids outside agencies for audits including, DOT, FTA and MDOT.
18. Reports required accident data on monthly and annual basis.
19. Knows STARS'S Policies and Procedures, System Safety Plan, Drug and Alcohol testing policies and State DOT/DMV regulations, Federal regulations.

**Position Requirements:**

**Education:** Must possess Associate's degree or formal training of two years beyond high school.

*Also required:* Must possess valid CDL, Class B driver's license, with P and S endorsements or obtain one within six months of hire.

**Experience:** Must have two or more years of safety experience and/or driver safety experience preferably in the transportation industry.

**Knowledge, Skills, Abilities and Other Characteristics:**

Qualified candidates for this position will have a work history, which demonstrates personal initiative in, and ownership of, assigned areas of responsibility. Additionally, qualified candidates must demonstrate proficiency in the following areas:

1. Must possess strong coaching and training skills with the ability to interpret and explain regulations to others.
2. Must possess the ability to develop training programs and possess strong training presentation skills with working knowledge of adult training techniques
3. Must meet and maintain insurability standards as defined by STARS's insurance carrier.
4. Two or more years of supervisory experience required preferably with bargaining unit employees.
5. Possess excellent written and oral communications skills.
6. Possess leadership skills with Proven problem-solving skills.
7. **Microsoft Excel:** Advanced proficiency for tracking safety metrics, managing training databases, and performing risk analysis. Candidates should be able to create **pivot tables** and use complex **formulas** to analyze incident trends.
8. **Microsoft Word:** Skilled in drafting comprehensive safety policies, Standard Operating Procedures (SOPs), and detailed incident investigation reports. Proficiency in **document formatting** and creating professional templates for site audits is required.
9. **Integrated Reporting:** Ability to leverage the Microsoft Office Suite to prepare and present safety performance data and training orientations to senior leadership.

**Physical Requirements and Working Conditions:**

	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing				<input type="checkbox"/>
<i>Must be able to read computer screen and various reports</i>				
Hearing				<input type="checkbox"/>
<i>Must be able to hear well enough to communicate with employees and others</i>				
Sitting/Standing/Walking				<input type="checkbox"/>
Climbing/stooping/kneeling		<input type="checkbox"/>		
Lifting/pulling/pushing		<input type="checkbox"/>		
Fingering/grasping/feeling			<input type="checkbox"/>	
<i>Must be able to write, type and use phone system</i>				

In addition, must be able to travel for conference, training and meetings.

**Note:** The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

**Read Carefully Before Signing:**

I have reviewed, understand, and agree to fulfill the requirements of the above position description.

\_\_\_\_\_ (Printed)  
 Last                      First                      Middle

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

\_\_\_\_\_  
 Date