

APPENDIX D

Metro Transit STAFF SAFETY ROLES AND RESPONSIBILITIES

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Position Title	Name of Staff Member	Position Description	Safety Responsibilities
Transit General Manager	Vacant	Responsible for organizational oversight and safety promotion	<ul style="list-style-type: none"> • • Adopt and accept all aspects of safety management • Promote safety management and safety culture development • Willingness to devote financial support to safety management • Encourage all managers to promote safety management and accept a “top down” approach to safety • Evaluate safety reports and assist in hazard mitigation from an executive level
Transit Deputy General Manager – Accountable Executive	Crystal Martin	Responsible for day to day oversight of operations and maintenance units	<ul style="list-style-type: none"> • Adopt and accept all aspects of safety management • Promote safety management and safety culture development • Willingness to advocate financial support to the general manager for safety related projects and hazard mitigation • Act as a liaison between unit management and administrators
Safety Manager	Phil Gadke	Ensure coordinated development and implementation of the PTASP	<ul style="list-style-type: none"> • Promoting safety awareness throughout the organization; • Ensuring that safety documentation is current and accessible to all employees; • Communicating changes in safety documents to all personnel; • Monitoring the effectiveness of corrective actions; • Providing periodic reports on safety performance; • Rendering independent advice to the CEO, senior managers, and other personnel on safety-related matters; and • Ensuring that safety management has a high priority throughout the organization
Transit Operations Supervisors	RJ Callaway, Ron Ploessl, Jennifer Wiegert, Hoyt Harrison, Teresa Santulli, Angie Ward, Chuck Steward, Jessica Sarenich, Doug Creviere, Noah Meter-Brooks, Kevin Wall, Lisa Banks, Sergio Bravo, Khong Lor	Supervisors are responsible for communicating the transit agency's safety policies to all employees.	<ul style="list-style-type: none"> • Having full knowledge of all standard and safety operating procedures • Ensuring that drivers make safety a primary concern when on the job • Listening and acting upon any safety concerns raised by the drivers • Immediately reporting safety concerns to the SM • Provide leadership and direction to employees during security incidents • Handle minor non-threatening rule violations • Defuse minor arguments • Determine when to call for assistance • Respond to fare disputes and service complaints • Respond to security related calls with police officers when required, rendering assistance with crowd control, victim/witness information gathering, and general on-scene assistance

			<ul style="list-style-type: none"> • Complete necessary security related reports • Take photographs of damage and injuries • Coordinate with all outside agencies at incident scenes
Transit Operators	Many	Drivers are responsible for exercising maximum care and good judgment in identifying and reporting suspicious activities, in managing security incidents, and in responding to emergencies.	<ul style="list-style-type: none"> • Full knowledge of commercial motor vehicle operation safety standards • Maintain the required driver's license and endorsements • Take charge of a hazard incident scene until the arrival of supervisory or emergency personnel • Collect fares in accordance with agency policy • Be familiar with Metro Transit Employee Manual and Procedures • Attempt to handle minor non-threatening rule violations • Respond verbally to complaints • Attempt to defuse minor arguments • Determine when to call for assistance • Maintain control of the vehicle • Report all safety incidents to Supervisor on duty • Complete all necessary safety related reports
Transit Maintenance Manager	Jeff Butler	Ensure are vehicles are maintained, inspected, and all mechanical safety issues are resolved.	<ul style="list-style-type: none"> • Promoting safety awareness throughout the maintenance department • Promoting personal safety in the shop environment • Monitoring compliance and communicating changes • Evaluating all equipment maintenance practices and procedures • Providing safety performance reports for the maintenance unit • Prioritizing safety in maintenance
Transit Maintenance Supervisors	Many	Maintenance Supervisors are responsible for day to day oversight and communicating safety performance data to the maintenance manager	<ul style="list-style-type: none"> • Full knowledge of all maintenance safety procedures and practices • Communicating safety policies and procedures to all maintenance employees • Provide safety guidance to all maintenance employees • Monitor compliance of safety related work rules, policies, and procedures • Communicate with operations supervisors regarding safety related issues that may arise • Coordinate with the maintenance manager on implementation of safety related policy and procedure • Evaluate vehicle damage and create damage estimates • Oversee day to day vehicle service and shop safety procedures
Transit Maintenance Mechanics	Many	Maintenance mechanics are responsible for inspection and repair of all vehicles.	<ul style="list-style-type: none"> • Full knowledge of commercial motor vehicle maintenance standards • Responsible for the inspection and repair of all revenue and non-revenue vehicles. • Responsible for reporting known or discovered safety hazards to the transit maintenance supervisor on-duty • Responsible for following all established maintenance department safety policies and procedures
Transit Building and Grounds Foreperson	Jim Fink	Responsible for the building and grounds maintenance and oversight of the building and grounds maintenance crew	<ul style="list-style-type: none"> • Full knowledge of all facility safety procedures and practices • Develop facility evacuation procedures • Develop and implement facility safety policies and procedures • Report facility safety hazards to the maintenance manager • Oversee all building and grounds maintenance operations

Transit Building and Grounds Maintenance Workers	Many	Responsible for maintaining all facilities and exercising safety procedures	<ul style="list-style-type: none"> • Full knowledge of facility maintenance practices and safety procedures • Report safety hazards to the building and grounds Foreperson • Follow established safety procedures • Be familiar with maintenance standards • Respond to maintenance related issues at all facilities both publically accessible and non-public areas • Familiar with inspection and safe operation of all power equipment • Report all equipment issues to the Foreperson
Transit Operations Manager	Chris Mikkelson	Responsible for day to day oversight of the operations unit	<ul style="list-style-type: none"> • Full knowledge of safe commercial motor vehicle standards • Responsible for the implementation of safety policies and procedures • Responsible for communicating safety hazards with the chief safety officer and transit deputy general manager • Responsible for safety promotion and oversight of the day to day bus operations unit
Transit Planning Manager	Drew Beck	Responsible for oversight of the planning unit	<ul style="list-style-type: none"> • Full knowledge of transit planning safety standards and design • Responsible for day to day oversight of the planning unit • Responsible for oversight of long range planning • Communicate with other units regarding safety hazards and on-street design • Develop design standards in bus scheduling and driver scheduling • Oversee all transit planners • Work to mitigate all planning related safety hazards
Transit Planners	Many	Responsible for bus scheduling, route design, bus stop design and location, run cut development, and route detours	<ul style="list-style-type: none"> • Full knowledge of transit planning safety standards • Responsible for the implementation of safety related changes • Communication with other units to mitigate on-street safety hazards • Work with other government entities to implement safety related change • Promote safety culture through bus stop redesign, schedule changes, and infrastructure development