

## APPENDIX D

# Metro Transit STAFF SAFETY ROLES AND RESPONSIBILITIES

<b>Completed by: Phil Gadke</b>	<b>Date: 12/30/2019</b>
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Position Title	Name of Staff Member	Position Description	Safety Responsibilities
			<ul style="list-style-type: none"> <li>•</li> </ul>
Transit General Manager	Vacant	Responsible for organizational oversight and safety promotion	<ul style="list-style-type: none"> <li>• Adopt and accept all aspects of safety management</li> <li>• Promote safety management and safety culture development</li> <li>• Willingness to devote financial support to safety management</li> <li>• Encourage all managers to promote safety management and accept a “top down” approach to safety</li> <li>• Evaluate safety reports and assist in hazard mitigation from an executive level</li> </ul>
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"> <li>• Adopt and accept all aspects of safety management</li> <li>• Promote safety management and safety culture development</li> <li>• Willingness to advocate financial support to the general manager for safety related projects and hazard mitigation</li> <li>• Act as a liaison between unit management and administrators</li> </ul>
Safety Manager	Phil Gadke	Ensure coordinated development and implementation of the PTASP	<ul style="list-style-type: none"> <li>• Promoting safety awareness throughout the organization;</li> <li>• Ensuring that safety documentation is current and accessible to all employees;</li> <li>• Communicating changes in safety documents to all personnel;</li> <li>• Monitoring the effectiveness of corrective actions;</li> <li>• Providing periodic reports on safety performance;</li> <li>• Rendering independent advice to the CEO, senior managers, and other personnel on safety-related matters; and</li> <li>• Ensuring that safety management has a high priority throughout the organization</li> </ul>
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"> <li>• Having full knowledge of all standard and safety operating procedures</li> <li>• Ensuring that drivers make safety a primary concern when on the job</li> <li>• Listening and acting upon any safety concerns raised by the drivers</li> <li>• Immediately reporting safety concerns to the SM</li> <li>• Provide leadership and direction to employees during security incidents</li> <li>• Handle minor non-threatening rule violations</li> <li>• Defuse minor arguments</li> <li>• Determine when to call for assistance</li> <li>• Respond to fare disputes and service complaints</li> <li>• Respond to security related calls with police officers when required, rendering assistance with crowd control, victim/witness information gathering, and general on-scene assistance</li> </ul>

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

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