



## **Transportation Safety & Training Coordinator**

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
  - **Vested in just five (5) years.**
  - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An annual salary of \$60,507 starting...**

If our **Transportation Safety and Training Coordinator** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, perquisites, etc. and apply online today.



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<b>JOB TITLE:</b>	<b>Transportation Safety &amp; Training Coordinator (Full-Time)</b>	<b>GRADE</b>	<b>11</b>
<b>DEPARTMENT:</b>	<b>Transit</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>REPORTS TO: Transit Operations Supervisor</b>			

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**GENERAL RESPONSIBILITIES:**

Plans, develop, coordinates, and implements an effective safety & training plan, and accident prevention program for Washington County Transit. Administers initial training, refresher, and remedial courses for all staff, including bus operators, and maintaining related records.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assist with the development and implementation of all training and training materials.
2. Provide employee training, including but not limited to safety, commercial driver license (CDL), wheelchair securement and drug & alcohol.
3. Prioritizes, plans, schedules, implements, and delivers new hire operator training, refresher training and post-accident training to include classroom and on the road instruction. Utilizes instructional materials and training aids.
4. Performs periodic ride-along driver evaluations and report results and recommendations to the operations supervisor.
5. Operate all Washington County Transit fleet vehicles.
6. Prepare and maintain records, files, reports and documentation related to training activities.
7. Attains a working knowledge of bus schedules and routes.
8. Dispatches buses as needed.
9. Perform bus exchanges as needed.
10. Performs other related work duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of operating a commercial transit passenger vehicle; thorough knowledge of the traffic laws and regulations; thorough knowledge of the skill and care required in the operation of the equipment in each vehicle; ability to understand and follow oral and written directions; dependability; ability to establish and maintain effective working relationships with associates and the general public. The ability to effectively communicate written and verbal communication with knowledge and experience using personal computers as well as Microsoft office products such as Word and Excel. All Transit Department employees are subject to substance abuse screenings under Federal Transit Administration Regulations.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and considerable experience in the operation of motorized equipment. Good customer relations skills.

**PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently,

and up to 10 pounds of force constantly to move objects; work requires reaching, pushing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at everyday articulated word levels; visual acuity is needed for depth perception, color perception, night vision, peripheral vision, visual inspection involving minor defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, and atmospheric conditions.

**SPECIAL REQUIREMENTS:**

- A valid Class “B” Commercial Driver’s License with air brake and passenger endorsements.
- Entry Level Driver Training (ELDT) Certification; or ability to obtain within one year.
- Ability to work varied work schedules as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The Transit Department is considered an ‘*Essential Personnel*’ department by the Washington County Board of County Commissioners. Reporting to work when scheduled is required regardless of the status of other county operations. Inclement weather rarely affects transit operations.

Revised: 12/2024

### Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>  
or
2. Complete and email an Application to [HR@washco-md.net](mailto:HR@washco-md.net)  
or
3. Complete and mail Application to:  
**Washington County Human Resources Department,  
100 W. Washington Street, Room 2300,  
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:  
June 25, 2026 @ 4:00 PM**