

Job Posting

Job Title:	Driver Training Instructor & Loss Prevention Specialist
Location:	501 Wampanoag Trail, Suite 301, East Providence RI 02915
Schedule:	35 hours, Monday-Friday, 8:30 – 4:30
Exempt/ Non-Exempt	Exempt
Travel:	90%

About Us

The Rhode Island Interlocal Risk Management Trust (“The Trust”) is the pioneer and undeniable leader of intergovernmental risk-sharing pooling in Rhode Island. As a Member-owned and managed organization, The Trust’s overarching goal is to provide its Members with the highest standards of service, risk management and insurance programs. The Trust is recognized as local government’s premier one-stop source for Property/Liability, Workers’ Compensation, Health, Dental, Life, Other Post-Employment Benefits (OPEB) and Wellness, and widely lauded for its excellence in risk management and loss prevention services.

Job Summary

This position is responsible for, under the general guidance of the Director of Health, Safety & Risk Management: providing loss prevention and risk management education and training to Member employees who drive as a function of their position through the use of a driving simulator and classroom based instruction; developing and managing loss prevention and risk management programs with special emphasis on driver training programs; supporting the overall programs and efforts of the Loss Prevention Department; amongst our Members, promoting a positive safety culture, worker and workplace safety, reduced property and liability exposures, and reduced frequency and severity of claims.

Core Responsibilities

- Develop, implement, and maintain the Driving Simulator Training Program and curriculum with a focus on defensive driving and practical driving scenarios for Member employees, including but not limited to Police, Fire, EMS, Department of Public Works, and other Member employees who drive as a function of their position
- Conduct Driver Training for Member employees through the use of classroom instruction and a driving simulator, with training to occur at Member locations across Rhode Island
- Coordinate and schedule Driver Training opportunities with Members, so that trainings are provided training to all Members on a routine basis, with a priority focus on Members who have experienced high frequency or severity loss(es)
- Transport driving simulator and other program equipment and materials to Member locations for the purposes of conducting onsite training
- Provide for any preventative maintenance on Trust vehicle and driving simulator, coordinating with vendor(s) as necessary to provide timely maintenance and repair, keeping the impact on program availability to Members as small as possible
- Analyze general industry, Member-wide, and Member specific risk exposures and loss trends in



order to prioritize concerns, problem areas, and emerging needs

- Update Driver Training curriculum, and develop and implement other loss prevention and risk management programs, based on risk exposures and loss trends
- Assist and serve as a resource in the formation and conduct of Member Safety Committees and routinely attend and participate in these meetings and related activities
- Assist Members in the development of their loss prevention programs, and evaluate and monitor Member compliance to establish safe work practices including related Federal, State, Municipal law and codes
- Assist in planning, coordinating, and implementing loss prevention and risk management goals and objectives
- Evaluate and monitor adherence to loss prevention and risk management programs
- Assist in the development of training seminars and workshops on loss prevention and risk management, arranges for speakers, conference facilities, and distribution of materials
- Conduct training in both small or large group settings on loss prevention and risk management topics
- Develop and maintain policies, procedures, manuals, forms, checklists, and other resource information to assist Members with loss prevention and risk management
- Prepare a wide variety of loss prevention and risk management material for distribution to Members through awareness campaigns, newsletters, special bulletins, letters, and other techniques
- Assist in the maintenance of a loss prevention and risk management reference material library
- Develop incentive programs and other progressive techniques to encourage proactive loss prevention and risk management practices by Members
- Respond to and resolve inquiries from Members, ensuring appropriate and timely follow up
- Research questions pertaining to loss prevention and risk management, keeping abreast of developing new exposures which pose risk to Members and provide guidance to Members about strategies to manage those risks
- Provide generalized consultative services to the Claims Department
- Document and track loss prevention activities, findings, recommendations
- Undertake other loss prevention and risk management projects and tasks as assigned
- Perform ad hoc assignments as needed

Qualifications

Education/Experience Requirements:

- Bachelor's degree from an accredited college or university with a concentration in Risk Management, Loss Prevention, Criminal Justice, Public Administration, or a related field
- Advanced degrees or professional designations in fields related to loss prevention or safety preferred
- A minimum of 5 years' experience in safety, loss prevention, risk management, or municipal insurance
- 3-5 years' experience facilitating classroom-based training
- Experience facilitating training using a driving simulator preferred
- Experience as a licensed driver
- Clean driving record
- Experience as a licensed commercial driver preferred
- Experience as an EVOC Instructor preferred
- Experience with towing a trailer preferred

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the Trust.

Must possess:

- Knowledge of defensive driving practices and principles, rules of the roadway, applicable RI General Laws, and applicable USDOT & FMCSA regulations
- Knowledge of vehicle, commercial vehicle, and emergency vehicle operations in emergency and non-emergency situations
- Knowledge of the principles and practices of risk management and loss prevention
- Knowledge of the principles and practices of adult education and training
- Strong verbal and written communication skills
- Strong customer service and relationship management skills
- Strong attention to detail and follow-up skills
- Strong analytical and problem-solving skills
- Strong computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, and database management
- A high degree of maturity, professionalism, initiative, self-motivation, and follow through

Ability to:

- Develop effective training curriculum
- Effectively present and facilitate training
- Develop loss prevention and risk management programming
- Effectively communicate verbally and in writing
- Establish and maintain successful working relationships with Members, fellow Trust staff, and vendors, effectively dealing with others in a positive, helpful, and courteous manner, resolving problems and gathering meaningful information
- Work effectively both independently and collaboratively
- Multitask, prioritize, stay organized, exercise independent judgement in carrying out responsibilities, work in a fast-paced environment, function well under pressure, and manage tight deadlines
- Prepare clear, accurate, and complete reports and recommendations to, and make effective oral presentations to senior management staff, Boards and Committees, and Members

License(s) Requirements:

- Valid Driver's License
- National Safety Council Defensive Driving Instructor Certificate
- EVOC Instructor Certificate
- Current Commercial Driver's License and Medical Examiner's Certificate (preferred)

Physical and Other Requirements:

- Work in a training room environment performing such functions as: stand for prolonged periods of time; speak to a small or large group of people to provide instruction; listen
- Work in a trailer environment performing such functions as: stand for prolonged periods of time; sit while using the driving simulator equipment; speak to one person or a small group of people to provide instruction on the simulator; listen
- Work in an office environment performing such functions as: sit for prolonged periods of time; use



- of a computer and other office equipment; speak on the telephone or in person; listen; attend internal and external meetings; file
- Transport, set up, and break down training materials including but not limited to the driving simulator, laptop computer, projector, screen, speakers, and other equipment needed to conduct training, working at a medium work level
 - Drive a personal or Trust assigned vehicle, frequently with a trailer
 - Perform training in accordance with Members' schedules
 - Travel throughout the State of Rhode Island
 - Use of fluent and grammatically correct language
 - Attend evening meetings on occasion

Benefits
Health and Dental Insurance
Group Term Life and Accidental Death and Dismemberment Insurance
Group Long Term Disability Insurance
Retirement Benefits
Health Spending Account
Continuing Education
Employee Assistance Program
Wellness Program
Paid Time Off

Send Resume and Cover Letter
Email: hr@ritrust.com
Mail: Rhode Island Interlocal Risk Management Trust, 501 Wampanoag Trail, Suite 301, East Providence, RI 02915 Attention: Human Resources

Please read the qualifications for this position carefully. The successful applicant will have to get up to speed quickly and therefore, we will only consider those who meet all the criteria listed above.

The Trust is proud to be an equal opportunity employer.