



POSITION DESCRIPTION

JOB TITLE: CDL Operator Full Time

SALARY: Training wage of \$17.00; Entry wage of \$25.14 upon completion of training. Future wage increases are per Union Contract.

REPORTS TO: Operations Manager

POSITION SUMMARY:

This is transit equipment operation work. Operates 20–30-foot buses or vans in a safe manner over assigned routes according to established time schedules or on dial-a-ride routes while being courteous to the public and maintaining order in the vehicle alone. Collects fares, provides information assistance about routes, schedules, and street locations. Interacts continuously with passengers.

SCOPE OF RESPONSIBILITIES:

Must have effective communication skills with a various population, including senior citizens and mentally and/or physically challenged individuals. Must remain calm and courteous under trying times. More experienced employees may be assigned to familiarize a new employee with routes and assist the Operations Manager in training new employees. Reports to Operations Manager for schedules and other changes and performance reviews.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Ensures vehicles are clean before operation and conducts inspections before and after operation to note damage or defects including body damage, tires, radiator, lights, instruments, brakes, radio, and other equipment. Make notes on defect report.
- Accurately records passengers carried.
- Operates bus on assigned route on a designated schedule, picking up and safely discharging passengers; or operating a van to pick up and safely discharge passengers, or operating lift equipped vans and providing assistance to riders.
- Greets passengers in a pleasant and courteous manner; collect fares, sells passes, gives information concerning routes, schedules, and transfer points; secures and turns in articles found in vehicle; completes trip and other reports.
- Receives complaints from passengers in a polite manner and attempts to provide appropriate information; refers complaints to supervisor.
- Reports promptly any delays, accidents, and other incidents that may affect operations.
- Work is not limited to driving. May be required to wash vehicles, clean shelters, mow grass, or clean buildings. •
- Understands and applies those procedures and requirements listed in the Operations Handbook.
- Various duties as assigned by the Director or Operations Manager
- Understands and applies those procedures and requirements listed in the Operations Handbook.

- Various duties as assigned by the Director or Operations Manager

REQUIREMENTS:

- Possession of a valid Washington State Driver's License at time of hire.
- Must have a valid Class A or B CDL; a Passenger P1 endorsement; and air brake restriction removed endorsement; CDL and endorsement training available to qualified applicant.
- A clean Driving Abstract for the past 5 years from all states in which you have had a license to drive. Must be submitted with application.
- Physically capable of operating all Pacific Transit's fleet, including 20-30' buses and Dial-A-Ride vans.
- Physically capable of assisting passengers on and off the bus who use mobility devices on transit vehicles; Dial-A-Ride passenger assist to and from facilities when requested.
- Physically capable of securing mobility devices inside transit vehicles, this includes, but not limited to bending, lifting, and stretching.
- Able to respond on a short notice, including sometimes same day.
- Must be able to lift up to 50 lbs.
- Must be able to pass a post-offer DOT physical, paid by Pacific Transit.
- Must be able to pass a post-offer drug test, paid by Pacific Transit.
- Able to sit for extended periods of time with few breaks.
- Able to bend, squat, kneel, turn side to side, reach above head, climb up and down stairs, and maneuver passengers in manual wheelchairs.
- Must pass a criminal background investigation. Employment terminated if found to have a criminal background.

Pacific Transit System has a policy of a drug-free and alcohol-free workplace. Employment is contingent on passing a physical and substance abuse test. Hired applicants will be subject to random drug and alcohol testing throughout their period of employment.

Pacific Transit System is an Equal Opportunity and Affirmative Action Employer. This policy shall be applied without regard to any individual's race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age (40+), disability (physical or mental), genetic information, political affiliation, military service, or other non-merit-based factors.

COMPENSATION & BENEFITS:

- Full time position; 35+ hours per week
- Training wage is \$17.00 per hour starting. The beginning wage is \$25.14 after training is completed. Future wage increases per Collective Bargaining Agreement
- Employer paid medical/dental/vision
- Disability, and life insurance
- Washington State Retirement Plan
- Seven paid holidays per year
- Floating holidays
- Non-exempt for FLSA
- Union position
- 8 hours of sick leave per month
- 8 hours of vacation leave per month

- AFLAC Optional
- ICMA 457 Deferred Compensation Plan Optional
- DRS-DCP Deferred Compensation Plan Optional

APPLICATION FOR OPERATOR EMPLOYMENT
Equal Employment Opportunity Affirmative Action Employer

UNITED STATES EMPLOYMENT STATUS

Have you the legal right to work in the U.S.? Yes _____ No _____
(Successful applicants will be required to provide proof of identity and eligibility for employment)

U.S. MILITARY BACKGROUND

Branch: _____ Date In: _____ Date Out: _____

EDUCATION AND TRAINING

Circle year completed:

High School

College

1 2 3 4 GED

1 2 3 4 5 6 7 8

Degree: _____

List any Special Training, Certifications, Apprenticeships, or skills and the date completed which would be useful in the position you are applying for:

ACCIDENT RECORD FOR PAST 5 YEARS

DateNature of Accident/Head-On/Rear-End, Etc.

Accident _____

Accident _____

TRAFFIC CONVICTION & FORFEITURES FOR PAST 5 YEARS

Location (City & State)Date

Conviction

Forfeiture Penalty

EMPLOYMENT RECORD

Beginning with your most recent position, please complete and account for a minimum of ten years of employment including U.S. Military service. Attach additional sheets if necessary.

CURRENT EMPLOYER

DATE EMPLOYED _____

EMPLOYER ADDRESS _____

SUPERVISOR _____ PHONE # _____

JOB TITLE _____

DUTIES _____

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES _____ NO _____

REASON FOR LEAVING _____

PREVIOUS EMPLOYER

DATE EMPLOYED _____

EMPLOYER ADDRESS _____

SUPERVISOR _____ PHONE # _____

JOB TITLE _____

DUTIES _____

MAY WE CONTACT YOUR PREVIOUS EMPLOYER? YES _____ NO _____

REASON FOR LEAVING _____

PREVIOUS EMPLOYER

DATE EMPLOYED _____

EMPLOYER ADDRESS _____

SUPERVISOR _____ PHONE # _____

JOB TITLE _____

DUTIES _____

MAY WE CONTACT YOUR PREVIOUS EMPLOYER? YES _____ NO _____

REASON FOR LEAVING _____

PREVIOUS EMPLOYER _____
DATE EMPLOYED _____
EMPLOYER ADDRESS _____
SUPERVISOR _____ PHONE # _____
JOB TITLE _____
DUTIES _____

MAY WE CONTACT YOUR PREVIOUS EMPLOYER? YES _____ NO _____
REASON FOR LEAVING _____

PREVIOUS EMPLOYER _____
DATE EMPLOYED _____
EMPLOYER ADDRESS _____
SUPERVISOR _____ PHONE # _____
JOB TITLE _____
DUTIES _____

MAY WE CONTACT YOUR PREVIOUS EMPLOYER? YES _____ NO _____
REASON FOR LEAVING _____

NOTICE TO JOB APPLICANTS

Pacific Transit System's goal is to establish and maintain a work environment that is free from the effects of alcohol and drug abuse. Consistent with the spirit and intent of this commitment, Pacific Transit System has established a policy regarding the use of alcohol and drugs. Employees may be subjected to tests for Reasonable Cause and Post Accident. Random testing will be performed throughout the period of employment.

Applicants selected for employment shall be scheduled for drug testing as a part of the pre-employment shall be scheduled for drug testing as a part of the pre-employment medical evaluation.

The following drugs shall be tested for in the urine sample of applicants:

- Marijuana and Metabolites
- Cocaine and Metabolites
- Amphetamines and Metabolites
- Opioids
- PCP (Phencyclidine)

Specimen tampering during the pre-employment medical evaluation, falsification of the substance use form or refusal to submit a specimen shall be grounds for disqualification from employment.

Applicants who fail to pass the drug test without adequate explanation of the results will not be considered for an available position for one year from the date of testing and must provide proof, at their expense, that they are drug free.

Certification: I have read and understand this notice and agree to all of the above provisions thereof.

Applicant Signature_____ Date/Time_____

Social Security Number_____

DISCLOSURE STATEMENT

Pursuant to the requirements of RCW 43.43.830-840, we may ask you to complete the following disclosure statement. This information will be kept confidential.

Have you ever been convicted of any of the following crimes against persons?

YES

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NO

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Aggravated, first- or second-degree murder

First or second-degree kidnapping

First, second- or third-degree assault

First, second- or third-degree rape or statutory rape

First or second-degree robbery

First degree arson or burglary

First or second-degree manslaughter

First or second-degree extortion

Indecent liberties

Incest

Vehicular homicide

First degree promoting prostitution

Communicating with a minor or Sexual exploitation of a minor

Unlawful imprisonment

Simple assault

First or second-degree criminal mistreatment

Child abuse or neglect as defined in RCW 26.44.020

First or second-degree custodial interference

Malicious harassment

First, second or third-degree child molestation or sexual misconduct with minor

First or second-degree rape of a child

Patronizing a juvenile prostitute

Child abandonment

Promoting pornography, selling or distributing erotic material to a minor

Custodial assault or violation of child abuse restraining order

Child buying or selling

Prostitution

First, second or third-degree theft

Forgery

Or any of these crimes as they have been renamed

DISCLOSURE STATEMENT
(Continued)

If your answer is “yes” to any of the above, please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.

Has an (a) dependency action, (b) domestic relations proceeding or (c) disciplinary board final decision found you to have sexually assaulted or exploited a minor, or to have physically abused or sexually abused a minor? Yes _____ No _____

If your answer is “yes”, please describe and provide the date(s) of the finding(s) and the penalty(ies) imposed.

We may request your fingerprints to obtain from the Washington State Patrol Criminal Identification System a report of your record of criminal convictions for offenses against persons, civil adjudications of child abuse and disciplinary board final decisions. If you are hired before that report is available, YOUR EMPLOYMENT WILL BE CONTINUED UPON THE RECEIPT OF A SATISFACTORY REPORT.

You will be notified of the State Patrol’s response within 10 days after we receive the report. We will make a copy of the report available to you upon your request.

UPON PENALTY OF PERJURY, I certify that the above information is true, correct, and complete. I understand that if I am hired, I can be discharged for any misrepresentation or omission in the above statement. I also understand that if I am hired, my employment is conditioned on your receipt of a satisfactory report from the Washington State Patrol.

SIGNATURE

DATE

NAME (Print)

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The Pacific Transit System has established the goal of a 100 % Drug and Alcohol-Free Workplace. Applicants will be required to undergo a substance abuse test prior to employment and will be subject to further random urine and breathe alcohol testing throughout their period of employment.

Pacific Transit System has an obligation to its citizens and customers to employ those who will provide quality public service and who will maintain the public confidence in municipal government. To achieve these objectives Pacific Transit System will conduct background investigations, including verification of prior employment history and education. The authorization is valid throughout the term of employment. Pacific Transit is an Equal Employment Opportunity Affirmative Action Employer.

The Pacific Transit System is committed to providing reasonable accommodations to ensure equal employment opportunities to individuals with disabilities. Reasonable accommodation is any change in the work environment or the way a job is performed that enables a person with a disability to enjoy equal employment opportunities. This can be adjustments or changes to a job, work environment, policy, practice, or procedure.

CERTIFICATION: I certify that the information shown on this application is true and correct to the best of my knowledge. I authorize previous employers and references to furnish Pacific Transit System such information, as it considers necessary to evaluate my qualifications for employment unless so indicated. I understand that a pre-employment drug test at Pacific Transit System's expense will be required if offer of employment is acceptable. I also understand that untruthful or misleading answers are cause for rejection of my application and dismissal if employed.

I understand that this application is not an employment contract

SIGNATURE

DATE