



POSITION DESCRIPTION FOR SHUTTLE DRIVER

JOB TITLE: Shuttle Driver

SALARY: Training wage of \$17.00; Entry wage of \$22.05 upon completion of training.

REPORTS TO: Operations Manager

POSITION SUMMARY:

This is shuttle equipment operation work. Operates shuttle in a safe manner over assigned routes according to established time schedules 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 variety of populations of passengers. Must remain calm and courteous under trying, stressful times. Reports to Operations Manager for schedules and other changes and performance reviews.

REQUIREMENTS:

- Possession of a valid Washington State Driver's License at time of hire.
- 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 System shuttles.
- Physically capable of assisting passengers on and off the bus who use mobility devices on Pacific Transit System shuttle and assist passengers to and from facilities when requested.
- Physically capable of securing mobility devices inside Pacific Transit System shuttle, this includes, but not limited to bending, lifting, and stretching.
- Able to respond on short notice, including sometimes on the same day.
- Must be able to lift up to 50 lbs.
- Must be able to pass a pre-employment drug test, paid for by Pacific Transit System.
- 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.

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 reports.
- Accurately record passengers carried on routes.
- Operates shuttle on assigned route on a designated schedule, picking up and safely discharging passengers, operating lift equipment, and provide assistance to riders.
- Greets passengers in a pleasant and courteous manner, 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.
- Duties are 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.

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:

- Relief position
- Contribution to Medical, dental, vision, and life insurance
- Disability, and life insurance
- Washington State Retirement Plan
- Seven paid holidays per year
- Floating holidays
- Non-exempt for FLSA
- Non-Union position
- 6 hours of sick leave per month
- 6 hours of vacation leave per month
- AFLAC Optional
- ICMA 457 Deferred Compensation Plan Optional
- DRS-DCP Deferred Compensation Plan Optional

Revised 2-29-24
Revised 4-27-23
Adopted 12-2-22

APPLICATION FOR SHUTTLE DRIVER
Equal Employment Opportunity Affirmative Action Employer

DRIVING EXPERIENCE

Class of Equipment	Type of Equipment	Start Date	End Date
Bus			
Truck			
Other			

ACCIDENT RECORD FOR PAST 5 YEARS

Date	Nature 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 _____
PRIMARY DUTIES: _____

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

FORMER EMPLOYER _____
DATE EMPLOYED _____
EMPLOYER ADDRESS _____
SUPERVISOR _____ **PHONE #** _____
JOB TITLE _____
PRIMARY DUTIES: _____

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

FORMER EMPLOYER _____
DATE EMPLOYED _____
EMPLOYER ADDRESS _____

SUPERVISOR _____ PHONE # _____
JOB TITLE _____
PRIMARY DUTIES: _____

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

FORMER EMPLOYER _____
DATE EMPLOYED _____
EMPLOYER ADDRESS _____
SUPERVISOR _____ PHONE # _____
JOB TITLE _____
PRIMARY DUTIES: _____

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

FORMER EMPLOYER _____
DATE EMPLOYED _____
EMPLOYER ADDRESS _____
SUPERVISOR _____ PHONE # _____
JOB TITLE _____
PRIMARY DUTIES: _____

MAY WE CONTACT YOUR PRESENT 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 uses 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 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

NO

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Aggravated, first- or second-degree murder |
| <input type="checkbox"/> | <input type="checkbox"/> First or second-degree kidnapping |
| <input type="checkbox"/> | <input type="checkbox"/> First, second- or third-degree assault |
| <input type="checkbox"/> | <input type="checkbox"/> First, second- or third-degree rape or statutory rape |
| <input type="checkbox"/> | <input type="checkbox"/> First or second-degree robbery |
| <input type="checkbox"/> | <input type="checkbox"/> First degree arson or burglary |
| <input type="checkbox"/> | <input type="checkbox"/> First or second-degree manslaughter |
| <input type="checkbox"/> | <input type="checkbox"/> First or second-degree extortion |
| <input type="checkbox"/> | <input type="checkbox"/> Indecent liberties |
| <input type="checkbox"/> | <input type="checkbox"/> Incest |
| <input type="checkbox"/> | <input type="checkbox"/> Vehicular homicide |
| <input type="checkbox"/> | <input type="checkbox"/> First degree promoting prostitution |
| <input type="checkbox"/> | <input type="checkbox"/> Communicating with a minor or Sexual exploitation of a minor |
| <input type="checkbox"/> | <input type="checkbox"/> Unlawful imprisonment |
| <input type="checkbox"/> | <input type="checkbox"/> Simple assault |
| <input type="checkbox"/> | <input type="checkbox"/> First or second-degree criminal mistreatment |
| <input type="checkbox"/> | <input type="checkbox"/> Child abuse or neglect as defined in RCW 26.44.020 |
| <input type="checkbox"/> | <input type="checkbox"/> First or second-degree custodial interference |
| <input type="checkbox"/> | <input type="checkbox"/> Malicious harassment |
| <input type="checkbox"/> | <input type="checkbox"/> First, second or third-degree child molestation or sexual misconduct with minor |
| <input type="checkbox"/> | <input type="checkbox"/> First or second-degree rape of a child |
| <input type="checkbox"/> | <input type="checkbox"/> Patronizing a juvenile prostitute |
| <input type="checkbox"/> | <input type="checkbox"/> Child abandonment |
| <input type="checkbox"/> | <input type="checkbox"/> Promoting pornography, selling or distributing erotic material to a minor |
| <input type="checkbox"/> | <input type="checkbox"/> Custodial assault or violation of child abuse restraining order |
| <input type="checkbox"/> | <input type="checkbox"/> Child buying or selling |
| <input type="checkbox"/> | <input type="checkbox"/> Prostitution |
| <input type="checkbox"/> | <input type="checkbox"/> First, second or third-degree theft |
| <input type="checkbox"/> | <input type="checkbox"/> Forgery |
| <input type="checkbox"/> | <input type="checkbox"/> 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)

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

Revised 2-29-24