



EMPLOYMENT OPPORTUNITY

Relief Transit Coach Operators

Fixed Route & Paratransit

www.skagittransit.org/careers

Recruitment Closes November 5th, 2020

Video Exams November 9th and 10th

Interviews will be held November 16th, 2020

Training class starts January 4th, 2021

POSITION SUMMARY:

Driving a bus is a very important and highly rewarding job. A Relief Transit Operator covers vacancies created by full-time operators who are unavailable for reasons such as vacation, training, illness, etc. Upon successful completion of training, you will begin in entry-level part-time positions and promoted to a full-time position based on seniority as vacancies occur. Relief Operators are guaranteed a minimum of 28 hours per week, yet could work 40 or more hours depending on the needs of the Agency in any given week. Relief Operators must be available seven days a week and will be scheduled for on-call work.

Our regular operating hours begin at 4:20 a.m. and continue until 9:30 p.m. Relief Operators are expected to drive any shift and any route including nights, holidays, weekends, mornings, split shifts, and on-call.

WAGE:

- \$18.00 per hour during training (you will work full-time during training)
- Relief Transit Operator wages range from \$21.56 - \$28.80 per hour

JOB DUTIES/RESPONSIBILITIES:

- Operate a passenger coach on specified routes and time schedules in accordance with established safety and operational policies and procedures while picking up and delivering passengers
- Promote good passenger relations by positive treatment of passengers; greet passengers in a courteous manner; assist passengers with boarding, seating, questions and related matters
- Operate two-way radio for professional routine communication with dispatch center and other coaches
- Assist passengers boarding and disembarking from vehicles; properly secure passengers and mobility devices; operate lift for persons with and without mobility aids
- Prepare vehicle for operation by following required pre-trip inspection as instructed

MINIMUM QUALIFICATIONS:

Any equivalent combination of education and experience that provide the knowledge, skills and abilities required to successfully perform the job. A typical way to meet this requirement would be:

- High school diploma or equivalent
- 5 years of driving experience
- 1 year of experience in customer service or related field
- Valid Washington State Commercial Driver's License (**Skagit Transit provides training & testing to obtain**)
- Maintain an acceptable driving record
 - No moving violations within the last 2 years
 - No more than 2 moving violations within the last 5 years
 - No more than 2 accidents, at fault or not at fault, within the last 5 years
 - No DUI violations or revocation of license within the last 10 years

To Apply

Apply at www.skagittransit.org/careers

Submit your application packet and resume to hr@skagittransit.org or 600 County Shop Lane, Burlington, WA 98233

Skagit Transit is an Equal Opportunity and Drug Free Employer



Position Description

CROSS TRAINED COACH OPERATOR

REPORTS TO:	Operations Supervisor
SUPERVISES:	No supervisory responsibilities
FLSA STATUS:	Non-exempt
TESTING STATUS:	Safety-sensitive; subject to DOT and FTA drug and alcohol testing regulations
PAY LEVEL:	Coach Operator Union Contract

JOB SUMMARY:

This position is responsible for the safe, reliable and efficient operation of mass transit vehicles for fixed route passenger bus service and Paratransit vehicles to various destinations within the public transportation area of Skagit Transit. The Cross Trained Operator is responsible for safely operating passenger buses on a regular route and Paratransit vehicles with assigned schedules while providing courteous assistance and requested route and schedule information to all passengers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Available for any work assignments as needed to meet service requirements throughout Agency service hours on a daily basis
- Operate a passenger coach on specified routes and time schedules in accordance with established safety and operational policies and procedures while picking up and delivering passengers at regular stops
- Operate a Paratransit vehicle providing Paratransit transportation service to persons with disabilities, the elderly and the general public within assigned routes and schedules
- Assist passengers who may have difficulty boarding or disembarking from vehicles; properly secure passengers and mobility devices; operate lift for persons with and without mobility aids
- Inspect coach whenever going on duty, using methods designated by Skagit Transit
- Prepare vehicle for operation by following required pre-trip inspection as instructed
- Interface with other operators when relieving or being relieved on shift
- Complete a post-trip inspection at end of shift
- Promote good passenger relations by positive treatment of passengers; greet passengers in a courteous manner; assist passengers with boarding, seating, questions and related matters
- Assure passenger safety and security
- Provide information regarding transit routes, city street locations, time schedules, public buildings and various points of interest; announce streets and transfer points
- Operate two-way radio for professional routine communication with dispatch center and other coaches; monitor mobile communication; report any unusual conditions, such as, but not limited to, accidents, passenger security and incidents, and traffic problems; report any equipment defects as prescribed by Skagit Transit policy and procedures
- Regular, reliable and punctual attendance is required during operation days and hours.

- Complete, prepare and submit required paperwork accurately including time cards, reports of accidents, incidents, equipment malfunctions and lost/found articles; participate in passenger counts and other related activities as required
- At completion of work shift, return and secure coaches according to established procedures
- Perform other related duties as assigned

QUALIFICATIONS:

Any equivalent combination of education and experience that provide the knowledge, skills and abilities required to successfully perform the job. A typical way to meet this requirement would be:

- High school diploma or equivalent
- 5 years of driving experience
- 1 year of experience in customer service or related field
- Valid Washington State Commercial Driver's License (CDL)
- Maintain an acceptable driving record
 - No moving violations within the last 2 years
 - No more than 2 moving violations within the last 5 years
 - No more than 2 accidents, at fault or not at fault, within the last 5 years
 - No DUI violations or revocation of license within the last 10 years

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Skagit County geography and street systems
- Traffic laws and safety rules applicable to the transportation of passengers

Ability to:

- Communicate effectively and professionally, both orally and in writing, with employees at all levels of the organization, customers, vendors and contractors
- Relate effectively to individuals of various cultural, ethnic and social-economic backgrounds as well as individuals with special needs
- Demonstrate strong internal and external customer service skills in order to meet the Agency's expectations
- Learn and explain transit operating practices and procedures
- Safely operate any assigned transit vehicle
- Provide fixed route transportation services and Paratransit services under all conditions of weather, roadways and traffic while successfully managing passenger needs as well as route and scheduling requirements
- Operate the Agency's two-way radio communication system
- Practice safety rules and procedures required in the transportation of elderly and disabled passengers
- Learn bus routes, schedules, streets and locations within the Agency's service area
- Deal with stressful situations using good judgment in a quick, decisive and effective manner while demonstrating sensitivity to passenger needs and limitations
- Resolve customer concerns courteously and respectfully
- Maintain order and security among passengers on the coach
- Wear Skagit Transit uniforms and comply with Skagit Transit's good grooming standards while performing Paratransit Operator duties
- Maintain confidentiality of sensitive data and information

- Maintain regular reliable attendance
- Use courteous and professional telephone and e-mail etiquette

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential functions require the ability to sit in a transit vehicle up to ten hours; use legs to apply 20 pounds of pressure for braking of transit vehicles; use arms, wrists and hands to turn steering wheel of transit vehicle and to adjust all vehicle mirrors to gain necessary line of vision to apply 20 pounds of pressure to turn steering wheel and to adjust all vehicle mirrors to gain necessary line of vision to maneuver vehicle safely; maneuver approximately 350 pounds (passenger in wheelchair); maintain full and complete use of all limbs to operate vehicle controls; reach, climb, stand, walk, bend, stoop, crouch and kneel to inspect vehicle or assist passengers; push, pull or maneuver passenger mobility devices; lift approximately 30 pounds. Reach overhead to open and secure roof vent which is used as an emergency exit. Maintain distance vision acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity corrected to 20/40 (Snellen) in both eyes with or without corrective lenses; maintain field of vision of at least 70 degrees in the horizontal meridian in each eye, and recognize the colors of traffic signals and devices showing standard red, green and amber; hear unimpaired or correctable to minimum requirements of Section 391.41 CDL Physical Standards; meet all other minimum requirements of Section 391.41 CDL Physical Standards.

WORKING CONDITIONS:

Duties are performed in an outdoor environment. Work is typically performed in a sitting position while driving a transit vehicle. Subject to adverse weather and traffic conditions, exhaust fumes and equipment noises. Also subject to exposure to potential contact with verbally or physically abusive individuals. Must be willing to work day or evening shifts, weekdays and/or weekends.

Approved:

Department Manager	04/2020
Manager of Human Resources	04/2020
Executive Director	04/2020

APPLICATION FOR EMPLOYMENT



SKAGIT TRANSIT

600 County Shop Lane | Burlington, WA 98233

POSITION APPLIED FOR:

Directions: Print or type all requested information. Do not submit a resume in lieu of completing any portion of this application. An incomplete application may delay action or disqualify you.

If you have a disability that requires assistance and/or reasonable accommodation with the job application process, please contact Human Resources at 360-757-5178.

Name (Last)	(First)	(M.I.)
Address (Street)	(City)	(Zip)
Phone (Home)	Phone (Work)	Phone (Cell)
Email Address	Applying for:	Full Time Part Time Temporary

1. Are you a U.S. citizen or are you eligible for lawful employment in the U.S.?	Yes	No
2. Do you possess a valid Washington State Drivers License?	Yes	No

TYPE OF SCHOOL	NAME & LOCATION	MAJOR SUBJECT	MARK # YEARS COMPLETED	GRADUATE Yes or No
HIGH SCHOOL			9 10 11 12 GED	Yes No
COLLEGE			1 2 3 4	Yes No
COLLEGE			1 2 3 4	Yes No
GRAD SCHOOL			1 2 3 4	Yes No

Military Background:	Branch of Service:	Date In:	Date Out:
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OTHER RELEVANT COURSES AND TRAINING	NAME & LOCATION OF INSTITUTION	DATES ATTENDED
		Date In:_____ Date Out:_____
		Date In:_____ Date Out:_____
TRADE, OTHER MILITARY		Date In:_____ Date Out:_____

PRO. LICENSES OR CERTIFICATES	SERIAL NO.	DATE ISSUED	EXPIRATION

WORK HISTORY

Beginning with your **present or most recent employment**, list your work/experience history for the past 10 years, accounting for gaps in employment Use additional paper if necessary.

☐ Paid ☐ Volunteer

May we contact this Employer?

☐ Yes☐ No☐ Notify Me First

From (Mo & Yr)	Title or Position You Held	Company Name	Phone	
To (Mo & Yr)	Company Address	City	State	Zip
Total Yrs/Mos.	Primary Duties Number of Employees You Supervised: Name and Title of Immediate Supervisor: Reason for Leaving or Considering Change:			
Hours Worked Each Week				

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Hours Worked Each Week				

I certify under penalty of the laws of the State of Washington that answers given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that should investigation disclose false or misleading information given in my application or interview(s), it may result in disqualification from employment or discharge. I understand that all employees of Skagit Transit are considered at-will employees and may be terminated from Skagit Transit employment at any time with or without notice.

SIGNATURE OF APPLICANT _____ **DATE** _____



Voluntary Affirmative Action Form

The information requested below will be used for the statistical purposes only, as required by the Equal Opportunity laws and regulations. The information requested is **voluntary and confidential**.

Thank you for helping evaluate the effectiveness of our equal opportunity effort.

Name _____

Position Applied For _____

Ethnicity

- ☐ HISPANIC or LATINO
- ☐ WHITE
- ☐ BLACK or AFRICAN AMERICAN
- ☐ ASIAN AMERICAN
- ☐ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
- ☐ AMERICAN INDIAN or ALASKA NATIVE
- ☐ MULTIRACIAL
- ☐ I DO NOT WISH TO SELF-IDENTIFY

Sex ☐ Female ☐ Male

Are you disabled? ☐ Yes ☐ No

Are you a veteran? ☐ Yes ☐ No

Are you a disabled veteran? ☐ Yes ☐ No

How did you learn about this position? Please identify source:

☐ Newspaper (**specify**) _____

☐ Internet website (**specify**) _____

☐ Referral/Friend/Relative (**specify**) _____

☐ Worksource Website or Office (**specify**) _____

☐ Radio Advertisement (**specify**) _____

☐ Walk-in _____

☐ Other (**specify**) _____