Employment Opportunity
Transit Bus Operator - Part-Time

Location: Coupeville, WA

Summary:
This entry-level position is responsible for operating public transit vehicles while providing safe, courteous and reliable public transportation services on Whidbey Island and adjoining service areas. Operators are eligible for union membership with Amalgamated Transit Union Local 1576.

Work Schedule:
Upon successful completion of training, this is a part-time position that requires flexibility in schedule and expected to drive any shift or route during regular service hours of operation. Full-time positions become available based on seniority as vacancies occur. Operating days Monday – Saturday. Entry level Operators are guaranteed a minimum of 20 hours per week but may work more depending upon service needs.

Wage:
Wage range is $19.83 - $27.13 per hour after completion of training. Training wage is $15.61 per hour (you will work full time during training). Generous employee benefits.

Successful applicant(s) must pass a pre-employment drug test, DOT physical examination, driving record check and post-job offer criminal background check. The successful applicant(s) must be able to obtain a commercial driver’s license. Training provided by Island Transit.

Closing Date:
First consideration to applications received by March 26, 2020. Position will remain open until filled.

Selection Process Schedule:
Eligible candidates will be invited to take a video aptitude test. This will be the only session:

- Video Aptitude Test: April 3, 2020 at 9:00 am
- Interviews (if invited): April 10, 2020

How to Apply:
Application packet is available at www.islandtransit.org or at Island Transit’s office located at 19758 SR 20, Coupeville, WA 98239. A complete application is required to be considered for the position and submitted to:

Island Transit
Transit Bus Operator - Whidbey
19758 SR 20
Coupeville, WA 98239

Island Transit is an Equal Opportunity and Drug Free Workplace
POSITION TITLE: TRANSIT OPERATOR
REPORTS TO: Operations Manager
TESTING STATUS: Safety-Sensitive

POSITION SUMMARY:

Responsible for operating public transit vehicles to provide safe, accessible, and reliable public transportation services to various destinations within the service area. Candidates for this position must exhibit strong customer service skills. Island Transit provides training, including CDL through a comprehensive 8-week training program. Upon successful completion of training, Operators begin in entry-level, part-time positions and will have the opportunity for full-time positions based on seniority as vacancies occur. Part-time Operators are guaranteed a minimum of 20 hours per week, but may work more hours depending on service needs.

Operating hours begin at 3:15 am and continue until 9:00 pm. Part-time Operators are expected to drive any shift and any route Monday – Saturday during service hours.

This position is classified as safety-sensitive under Island Transit’s Drug and Alcohol Policy and is subject to FTA/DOT random drug and alcohol testing. The use of marijuana and illegal drugs is prohibited at any time while employed by Island Transit. This position may have unsupervised access to children under the age of eighteen, a vulnerable adult as defined in chapter 74.34 RCW, or a vulnerable person as defined in RCW 9.96A.060.

WAGE:

- Wage range after training is $19.83 - $27.13 per hour.
- $15.61 per hour during training period (you will work full-time hours during training).

BENEFITS INCLUDE:

- Employee Medical & Dental
- Life Insurance
- Paid Holidays/Vacation/Sick Leave
- Employee Assistance Program
- PERS Retirement Plan
- 457 Deferred Comp Plan with Match
- Voluntary Flexible Spending Plan
- Voluntary AFLAC coverage
ESSENTIAL DUTIES:

1. Operate all types of public transit vehicles on assigned route and schedules in accordance with safety procedures and in compliance with traffic regulations.
2. Operate public transit vehicles within a defined service area on a demand-response basis.
3. Assist passengers, including those using walkers and wheelchairs boarding and de-boarding.
4. Inspect vehicles before, during and after operation.
5. Operate wheelchair lifts, wheelchair securement devises, reader board, transit vehicle radio and other electronic communications devices.
6. Monitors the general interior appearance of the vehicle on a regular basis and reports issues/concerns.
7. Respond to all radio transmissions. Keep Operators advised of current road/traffic conditions and give route and schedule information to telephone inquiries.
8. May perform out of classification work as needed.
9. Promptly report any delays, accidents, equipment defect and other incidents that may affect operations.
10. Provide public transit information in a polite and courteous manner and maintain a positive relationship with the public and coworkers.
11. Securing all transit vehicles while in service or in transit yard to ensure safety of vehicles and riders.
12. Fueling transit vehicles, as needed.
13. Assist with the ride-share program of Operator trainees, as assigned.
14. Safely operate a variety of transit vehicles in all traffic, weather and ridership conditions.
15. Performs other duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

1. Must possess a valid Washington State driver’s license, and be able to obtain and maintain a valid Class “B” Commercial Driver’s License with passenger endorsement and air brake restriction lifted. Training & Testing provided by Island Transit.
2. Must have an acceptable five (5) year driving record that meets the agency’s hiring criteria and maintain acceptable driving record during employment.
3. Ability to obtain CPR and First Aid Certification. Classes provided through Island Transit.
4. Employment is contingent upon ability to meet strict physical requirements which will be determined by completion of a post-job-offer employment-related physical examination with drug screen, criminal background investigation, and reference check, the results of which must meet the agency’s hiring criteria.
5. The position requires driving, the ability to maneuver a passenger in a wheelchair, and sitting for long periods of time. Must be able to physically perform the essential functions of the job and to safely operate transit vehicles.
6. Physical or other testing will be required when such testing is reasonably necessary in determining job related abilities or reasonable expectation of successfully performing the job to the Employer's standards.
7. Wear Company provided uniform. Maintain good grooming standards while on duty.
Uniform upkeep is the employee’s responsibility.

**REQUIRED SKILLS, AND ABILITIES:**

1. Ability to report to work on time and maintain a good attendance record.
2. Ability to understand and follow written and posted rules and procedures.
3. Ability to follow directions from a supervisor.
4. Ability and willingness to accept responsibility for personal decisions and actions.
5. Ability to communicate and to work effectively with youth and the elderly and disabled coworkers and the public.
6. Ability to display and provide effective customer service.
7. Ability to use good judgment while working independently.
8. Ability to communicate effectively in English both orally and in writing.
9. Relate to and respect various personalities and possess an awareness of human needs and deal with stressful situations in a calm and professional manner.
10. Willingness to attend training courses as required.
11. Ability to work a flexible schedule.

**SPECIAL REQUIREMENTS:**

The Transit Operator position is non-exempt from the Fair Labor Standards Act (FLSA).

This Summary Job Description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge, and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

_________________________________________  ___________________
Signature       Date

**Approved:**

Administrative & HR Manager  12/2019
Operations Manager  12/2019
Executive Director/Designee  12/2019
Print neatly or type and answer all questions. Do not submit a resume in lieu of completing any portion of the application. An incomplete application may disqualify you from further consideration.

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<th>APPLICATION DATE:</th>
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| NAME: | | Last | First | Middle Initial |
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<th>TELEPHONE:</th>
<th>EMAIL ADDRESS:</th>
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<th>PHYSICAL ADDRESS (if different than above):</th>
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<td>Number / Street</td>
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**Are you related to any current Island Transit employee?**

Yes ___  No ___
If Yes: Name __________________________ Relationship __________________________

**Have you previously applied for a position with Island Transit?**

Yes ___  No ___
If Yes: What Position: __________________ Approximate Date: ______________

**Have you previously interviewed for a position with Island Transit?**

Yes ___  No ___
If Yes: What Position: __________________ Approximate Date: ______________

**Have you previously been employed by Island Transit?**

Yes ___  No ___
If Yes: Job Title: __________________ Dates: __________________

**Are you legally authorized to work in the United States?**

Yes ___  No ___

**Have you ever been fired or asked to resign?**

Yes ___  No ___

**Have you been convicted of a felony or released from prison within the last seven (7) years?**

Yes ___  No ___
If "yes", provide date and nature of the offense, and sentencing information: ______________

**Have you ever been cited or convicted of a DUI?**

Yes ___  No ___
If "yes", provide date: ______________

*Island Transit follows the requirements of the Washington “Fair Chance Act,” RCW 49. We will not inquire about prior arrests and convictions until after we determine an applicant is otherwise qualified for the position for which the applicant applied, except as allowed under RCW 49. There are specific exemptions for applicants who may have unsupervised access to children, vulnerable adults, or vulnerable persons, certain financial institutions, law enforcement, and volunteers. A conviction record will not automatically disqualify you for employment unless such record would reasonably affect your fitness for the job for which you are applying.*
DRIVING INFORMATION

Do you possess a valid and current Washington State Driver’s License?  
Yes ___  No ___

LICENSE NUMBER: ____________________________  EXPIRATION DATE: _______________

List any CDL / Endorsements: ____________________________  Are you twenty-one (21) years of age or older:  Yes ___  No ___

Driver’s License Restrictions: ____________________________

Have you had a driver’s license in another state within the past three (3) years?  Yes ___  No ___

LICENSE NUMBER: ____________________________  STATE: ____________________________

Has your license ever been restricted, suspended or revoked?  Yes ___  No ___
(If yes, please explain): ____________________________

Have you had any moving violations within the last five years?  Yes ___  No ___
(If yes, please explain): ____________________________

Have you had any accidents within the last five years?  Yes ___  No ___
(If yes, please explain): ____________________________

EDUCATION AND TRAINING

<table>
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<tr>
<th>TYPE OF SCHOOL</th>
<th>NAME AND LOCATION</th>
<th>MAJOR SUBJECT</th>
<th>CIRCLE YEAR COMPLETED</th>
<th>GRADUATE/DEGREE</th>
<th>DATES ATTENDED</th>
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<td>Technical/ Vocational</td>
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LIST ANY WORK RELATED CERTIFICATES OR LICENCES YOU CURRENTLY POSSESS

U.S. MILITARY BACKGROUND

BRANCH OF SERVICE

SERVICE DATES:
I served from: _______________ to: _______________
List and describe your work record for the previous ten (10) years. Begin with your current or most recent employment. List each position within a company separately. Include any periods of unemployment, self-employment, U.S. military service, and work performed on a volunteer basis. Attach additional sheets if more space is needed. Resumes may not be substituted in lieu of completing the following employment information.

It is the policy of Island Transit, as part of the selection process, to contact your former employers for verification of the information provided. We will not at this time contact your present employer unless you authorize us to do so.

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<tr>
<td>POSITION HELD:</td>
<td>Start Date:</td>
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<td>SUPERVISOR’S NAME:</td>
<td>SUPERVISOR’S TITLE:</td>
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<td>EMPLOYER PHONE:</td>
<td>REASON FOR LEAVING:</td>
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PROFESSIONAL REFERENCES:
List three professional references (other than those listed as current/former supervisor) that we may contact.

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<tr>
<th>Name</th>
<th>Company</th>
<th>Email</th>
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SUPPLEMENTAL QUESTIONS
1) Can you perform the essential functions of the job for which you are applying?    YES ___  NO ___
2) Do you currently use illegal drugs?    YES ___  NO ___
3) Do you have a reliable form of transportation to and from work?    YES ___  NO ___
4) Are you available to work a wide variety of hours and shifts during the week?    YES ___  NO ___
5) Have you tested positive, or refused to test, on any DOT pre-employment drug or alcohol test in the past two years?    YES ___  NO ___
   If you answered "yes", can you provide documentation that you successfully completed the DOT return-to-duty requirements described in 49 CFR Part 40, Subpart O?    YES ___  NO ___

I understand, where permissible under applicable federal, state and local law that after receiving a conditional offer of employment, I may be subject to a pre-employment drug test, and must receive a negative result for illegal drug use before being permitted to commence employment; I may also be subject to a pre-employment medical examination, and must meet the qualifications for the position, with or without reasonable accommodation before being permitted to commence employment; and I may be subject to a pre-employment criminal background check and motor vehicle check. In addition, if the job I am applying for is considered safety sensitive, I acknowledge that I may be selected for random drug and alcohol testing in accordance with all FTA and DOT regulations.

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. I understand that misrepresentation, false statements or withholding of pertinent information in this application or interview will be grounds for non-consideration, or if employed will be considered sufficient cause for dismissal. I hereby authorize Island Transit to investigate any aspect of my prior educational and employment history.

If employed, I understand that as a condition of employment that I may be required to agree to and sign non-disclosure and/or other similar agreements.

Furthermore, I understand that if I am hired, employment with Island Transit is “at will,” which means that either the employer or employee can terminate my employment for any reason not prohibited by state or federal law.

Signature _____________________________________ Date ____________________________________

Initial if we may also contact your present employer _______
Voluntary Affirmative Action Form

As a recipient of federal funds, Island Transit must compile statistical data on the sex, minority and disability status of job applicants. Completing this form is voluntary and the information will be used for statistical purposes only. If you wish to provide this statistical information, please indicate below. If you do not wish to provide this information, your status will be summarized into an “unknown” category and will not jeopardize you as a prospective employee.

Island Transit is an equal opportunity employer and encourages all qualified persons, including disabled and Vietnam era veterans, woman, racial and ethnic minorities, people with disabilities, and persons over 40 years of age, to apply. We ask that you voluntarily answer the following questions and return this document with your application. This information will be treated as confidential and is only available to authorized personnel and the hiring authority. Persons with disabilities needing assistance in the application process, or those needing this job announcement in an alternative format may call (360) 678-7771.

POSITION FOR WHICH YOU ARE APPLYING: __________________________

DATE OF THIS APPLICATION: _________________________________________

NAME: _____________________________________________________________

                             Last    First    Middle Initial

GENDER

    Male_____ Female _____

ETHNICITY

    _____ Black/African American
    _____ White/Caucasian
    _____ Asian
    _____ Pacific Islander
    _____ Indian/Native American
    _____ Hispanic/Latino
    _____ Two or more races
    _____ I do not wish to self-identify

Have you ever been on active duty in the US Armed Services?

Are you a Veteran         _____ Yes _____ No
Are you a Disabled Veteran _____ Yes _____ No

HOW DID YOU LEARN ABOUT THE POSITION FOR WHICH YOU ARE APPLYING?

    _____ Newspaper   (specify) __________________________
    _____ Radio       (specify) __________________________
    _____ Internet website (specify) _____________________
    _____ Referral    (specify) __________________________
    _____ Worksource website or office (specify) ____________
    _____ Friend/Relative (specify) _______________________
    _____ Walk-in     _________________________________
    _____ Other       (specify) __________________________