

# Bus/Light Rail Operator

## Community Bus Services (CBS), Fixed Route (FR), and Light Rail (LR)

### Internal / External

**Salary: CBS Operator:** \$14.94 – \$17.07 hourly

**Posting Date:** April 5, 2018 (Thu)

**FR Operator:** \$17.78 – \$28.46 hourly

**Revision Date:** June 14, 2018 (Thu)

**LR Operator:** \$17.78 - \$28.46 hourly  
(Plus Excellent Benefits)

**Filing Deadline:** June 27, 2018 (Wed)

### SUPPLEMENTAL QUESTIONNAIRE AND OFFICIAL 10-YEAR (H6) DMV PRINTOUT ARE REQUIRED AT TIME OF APPLICATION

Upon successful completion of training, assignments will be made as  
Community Bus Services, Fixed Route (FR) or Light Rail (LR) Operator positions based on District needs

#### EXAMPLES OF ESSENTIAL FUNCTIONS

**Community Bus Services (CBS) Operator:** On a daily basis, performs visual vehicle inspections and reports any mechanical problems or defects of assigned vehicle prior to departure. Picks up and discharges passengers at designated bus stops or as directed by Dispatch. Collects fares and transfers, issues transfers, and inspects passes for validity. Provides information to passengers regarding District's transit system. Operates wheelchair lift when necessary and secures passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip. Operates 2-way radio and Mobile Data Computers (MDC's) to communicate with Dispatch to report accidents, emergencies, schedule delays, equipment failure and/or unusual circumstances. Completes written reports on accidents or other unusual incidents in an accurate and timely manner. Maintains order on the CBS vehicles.

**Fixed Route (FR) Operator:** Operates District coaches over fixed routes in accordance with the designated schedule to transport passengers. Performs visual inspections and reports any mechanical problems or defects. Picks up and discharges passengers at designated bus stops; collects fares and transfers and provides information to passengers; issues transfers, inspects passes for validity; operates wheelchair lift when necessary, and secures passengers' wheelchairs during trip; operates two-way radio to communicate with radio control to report accidents, emergencies, schedule delays, or equipment failure; completes written reports on accidents or other unusual incidents, and maintains order on the coaches.

**Light Rail (LR) Operator:** Operates Light Rail vehicle in accordance with safe driving practices, P.U.C. rules and state DMV regulations; and District operating policies and procedures; operates radio; enters announcements into automated system, follows prescribed route and schedules; operates route selector boxes and switches incident/accident reporting. Performs customer service activities; assists passengers with directions, information, rules, and regulations; assists boarding/exiting passengers; assists with utility carts, strollers, luggage, and other belongings; assists passengers who need special assistance; provides general route and transfer information.

#### MINIMUM QUALIFICATIONS

**Education:** Graduation from high school or equivalent.

**Experience:** Two (2) years of customer service experience that includes providing information and/or assistance directly to the public OR 1 year of previous transit operator experience.

**Licenses/Certifications:** Must possess a valid Driver's License at the time of application and have a satisfactory driving record as defined by the District. Must have ability to obtain a valid California Class B Driver's Permit with endorsement(s) prior to the start of employment.

**Other Requirements:** Three (3) years of verifiable driving experience; must be 21 years of age; must have the ability to pass pre-employment physical/drug screen and Department of Justice criminal background check; must have a verifiable work history and pass employment reference check. Must comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655). (See job descriptions for complete list of special requirements, licenses and/or certificates.)

**Candidates must submit an official 10-year (H6) DMV printout at time of application, dated no more than ten (10) days prior to the date you submit your application, in order to be considered. Only official DMV printouts issued by the Department of Motor Vehicles are acceptable. Online DMV printout will not be accepted.**

#### FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire and official DMV printout, as outlined above, is required for this position. Applications, supplemental questionnaires, job announcements, and copies of the complete job description are available at 2810 O Street, Sacramento, CA 95816, or through our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application, supplemental questionnaire and official 10-year (H6) DMV printout, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, June 27, 2018 at 5:00 p.m.** RT does not accept e-mail applications or on-line applications. RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**RT is an Equal Opportunity Employer EOE - Minorities/Women/Disabled/Veterans.**

All classifications fall under the ATU, Local 256 Collective Bargaining Unit  
**(Supplemental Questionnaire on Reverse Side)**

# Sacramento Regional Transit District Supplemental Questionnaire

## Bus/Light Rail Operator

**Final Filing Date: Wednesday, June 27, 2018**

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

---

**Please answer all of the following questions. Attach answers on a separate sheet of paper and number each item accordingly.**

1. Please describe your vehicle driving experience, including any commercial and/or large vehicle driving you have done. Indicate if you have been driving as a licensed driver for at least three continuous years (yes or no), and include the average number of hours you drive per week.
2. Please describe your work experience providing customer service to the general public that includes providing information and/or assistance. In your response detail your specific job duties, job title, employer and number of months/years you performed these duties.
3. This position requires the ability to work early morning, late night, weekend, split and/or holiday shifts. Please indicate if you are willing to do this. (yes or no).