



**SACRAMENTO REGIONAL TRANSIT DISTRICT  
invites applications for the position of:**

## **Bus Operator**

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**SALARY:** \$21.13 - \$30.19 Hourly

**DEPARTMENT:** Bus Operations

**OPENING DATE:** 10/01/20

**RECRUITMENT  
TYPE:** Internal/External

**DESCRIPTION:**

**Experienced Bus Operators who meet the following minimum qualifications and successfully complete the recruitment process will be placed in the second step of the wage progression and offered a starting hourly wage rate of \$21.13 per hour (equivalent to 70% of the applicable top operator hourly wage rate). This opportunity is for External candidates who meet the following qualifications:**

- **Possession of a valid California Class B driver's license with Passenger and Airbrake endorsements, current VTT or School Bus Certificate for a type 1 vehicle, and current medical certificate;**
- **Two (2) years of verifiable Operator experience in a type 1 vehicle with a good driving record; and four (4) additional years of verifiable driving experience (any type of vehicle) with a good record.**
- **Two (2) years of customer service experience that includes providing information and/or assistance directly to the public.**

**DMV PRINTOUT IS REQUIRED AT THE TIME OF APPLICATION  
CURRENT VTT OR CURRENT SCHOOL BUS CERTIFICATE IS REQUIRED AT THE TIME OF  
APPLICATION**

**As a result of the current COVID-19 State of Emergency, SacRT will accept online DMV  
printouts until further notice.**

**\*Incentive Bonuses Available!**

**\$500 – Upon completion of probationary period**

**\$500 – 6 months following completion of the probationary period**

The purpose of this position is to operate District coaches ensuring safe and timely transport of passengers. This is accomplished by maintaining designated route schedules; assisting passengers; handling and controlling disruptive passengers; recognizing and resolving circumstances or events that impact proper operation; inspecting coaches; completing reports; collecting fares; inspecting passes; and providing special assistance to disabled passengers. Duties may vary based on route, physical demands, equipment and clientele. Other duties include performing special service duties and other special assignments per dispatch.

**EXAMPLES OF DUTIES:**

- Operates coach/bus; follows safe, defensive driving practices; follows District operating policies and procedures; maintains schedules; collects fares; validates passes; operates radio; makes announcements; enters announcements into automated system; follows prescribed route; performs special service assignments, bus bridges, fill services and acts as replacement drivers; assists in training new drivers.

- Performs customer service activities; reacts to and manages passenger conflicts and disruptive/hostile/abusive passengers; assists passengers with directions, information, rules, and regulations; assists with 911 emergency situations as directed; assists boarding/exiting passengers; assists with securing carts, strollers, luggage, and other belongings; assists passengers who need special assistance.
- Performs pre-trip safety inspection; conducts coach inspections as needed; promotes passenger safety awareness; identifies potential safety concerns; reports coach trouble/malfunction, traffic problems, road hazards and accidents; troubleshoots en route problems; reports unusual activities to Police; completes paperwork including time slips, day card, arrival and departure times, occurrence/incident reports, passenger counts, types of fares used, and log book.

*Initially candidate will be appointed to the classification of Community Bus Services (CBS) Operator starting with Microtransit service, then CBS neighborhood service and then to main line service.*

## **MINIMUM QUALIFICATIONS:**

**Formal Education:** High School Diploma or GED equivalent.

**Experience:** Two (2) years of customer service experience that includes providing information and/or assistance directly to the public and two (2) years of verifiable Operator experience in a type 1 vehicle with a good driving record; and four (4) additional years of verifiable driving experience (any type of vehicle) with a good record.

**Certification & Other Requirements:** Possession of a valid California Class B driver's license with Passenger and Airbrake endorsements, current VTT or School Bus Certificate for a type 1 vehicle, and current medical certificate.

**Candidates must submit an 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 DMV printouts issued by the Department of Motor Vehicles are acceptable. As a result of the current COVID-19 State of Emergency, SacRT will accept online DMV printouts until further notice.**

## **FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:**

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 and DMV printout, as outlined above, is required for this position. Applications, job announcements, and copies of the complete job description are available through our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application, DMV printout, VTT or school bus certificate as outlined above, must be submitted online. 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.

***\*Incentive Program effective as of June 17, 2019 training class.***

*As SacRT moves forward with more bus service, the district is now offering new recruitment and retention incentives to hire and keep more highly skilled bus operators.*

*SacRT is offering an Operator Hiring Incentive Program to newly hired operators once they complete two major milestones in the district. The first, an operator will receive \$500 upon completion of a six month probationary period and a second amount of \$500 after one year on the job.*

*If an operator voluntarily terminates employment with SacRT within 24 months of the date of hire, the operator will be required to repay all hiring incentive payments received.*

*Recruitment incentives and referral incentives do not apply for re-hire applicants.*

*Please note: If you are selected and hired into the Bus Operator position, once you complete training, the District reserves the right to place you into any operator position (i.e.: Community Bus Operator,*

Bus Operator, and/or Light Rail Operator) based upon District needs.

**SacRT is an Equal Opportunity and Affirmative Action EOE/AA Employer -  
Minorities/Women/Disabled/Veterans.**

This position falls under the ATU, Local 256 Collective Bargaining Unit

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sacrt.com/Career/>

Position #2021-BUSOPOCT21  
BUS OPERATOR  
LC

2810 O Street  
Sacramento, CA 95816  
(916) 556-0298

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**Bus Operator Supplemental Questionnaire**

- \* 1. Please describe your vehicle driving experience, including any Operator experience in a type 1 vehicle, 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 driver 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. Do you possess a current VTT or School Bus Certificate for a type 1 vehicle? (Must be included as an attachment to your application.)  
 Yes    No
  
- \* 4. What is the passenger capacity of the vehicles you have experience operating?  
 1 - 15 passengers  
 16 passengers or more  
 Both
  
- \* 5. If applicable, identify the employer and the length of time where you drove each vehicle with capacity of 1 - 15 passengers.
  
- \* 6. If applicable, identify the employer and the length of time where you drove each vehicle with the capacity of 16 passengers and above.
  
- \* 7. This position requires the ability to work early morning, evening and weekend shifts. Please indicate if you are able to do this. (yes or no).  
 Yes    No
  
- \* 8. Were you referred to this position by a current Sacramento Regional Transit District employee?  
 Yes    No
  
- \* 9. If yes, who? First and last name must be listed in order for the employee to receive the referral credit. If provided, please include their employee number (optional). Only one employee will be eligible for the credit.

\* Required Question