



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

Microtransit Operator (Limited Term)

SALARY: \$18.11 Hourly
DEPARTMENT: Bus Operations
OPENING DATE: 10/01/20
RECRUITMENT TYPE: Internal/External
DESCRIPTION:

DMV PRINTOUT IS REQUIRED AT THE TIME OF APPLICATION

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.

***Incentive Bonuses Available!**

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

This termed operator position will support SacRT's Microtransit services. 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.

POSITION STATUS

This position will be considered a "termed" position, operating microtransit services into the Spring of 2021, and incumbents should recognize the position could be eliminated if funding expires. However, SacRT will give priority to termed operators in filling vacant permanent operator positions prior to being filled by outside candidates.

WORK SCHEDULE

This is a full time position. Schedules may include early morning, evening hours and weekends.

EXAMPLES OF DUTIES:

- Operates coach/bus; follows safe, defensive driving practices; follows District operating policies and procedures; collects fares; validates passes; maintains schedules; operates radio; follows prescribed and flexible bus route; enters announcements in automated system; operates mobile computer.
- Performs customer service activities; manages passenger conflicts and disruptive 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; completes paperwork including time slips, day card, arrival and departure times, occurrence/incident reports, passenger counts, types of fares used, and log books.

MINIMUM QUALIFICATIONS:

Education: High school diploma 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: Possession of a valid California driver's license is required with the ability to obtain and maintain a valid Class B driver's license, with Passenger and Airbrake endorsements and medical certificate. Requires three (3) years of verifiable driving experience and good driving record.

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 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.

Completed employment application and DMV printout, 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 Microtransit Termed 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.

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

Position #2021-MICROCT21
MICROTRANSIT OPERATOR (LIMITED TERM)
LC

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

Microtransit Operator (Limited Term) Supplemental Questionnaire

- * 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 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. 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

- * 4. Were you referred to this position by a current Sacramento Regional Transit District employee?
 Yes No

- * 5. 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