



San Joaquin Regional Transit District
421 E. Weber Avenue
Stockton, CA 95202
(209) 943-1111

SAN JOAQUIN REGIONAL TRANSIT DISTRICT EMPLOYMENT OPPORTUNITY

Part-Time Coach Operator

(\$12.45 Hourly Training Rate)
(\$14.94 - \$24.90 Hourly – Wage Progression)

Open Recruitment

Closing Date: until filled

JOB SUMMARY:

RTD is seeking to establish an eligibility pool for part-time coach operators. Under the direction of the Director of Operations, is responsible for the safe operation of RTD's equipment, providing extraordinary customer service, alighting and boarding passengers, and collecting fares along a scheduled route or destination.

EXAMPLES OF DUTIES:

As a coach operator, thoroughly inspect assigned coach for all safety, comfort and cleanliness items prior to departing from the operations' facility; notify dispatcher of any damage to the bus; upon relieving another operator, ensure the proper operation of all safety items; check lug nuts; ask relief operator of any defects and/or route detours; throughout assigned shift, operate coach on assigned route and schedule while picking up and delivering passengers except as altered by dispatcher; collect fares and transfers, inspect passes for validity, collect ridership information as directed by Director of Operations; offer assistance to passengers in boarding and alighting when necessary and provide information to passengers, when requested; assist and ensure wheelchair passengers are properly secure; call out bus stops, where appropriate; once per cycle, inspect safety items on the coach; assist new and trainee operators; except for authorized relief periods, continually attend coach to ensure the security and safety of both the coach and the passengers, and the maintenance of radio contact with Dispatch and other operators; at the completion of shifts ensure passenger counts, tickets and other data are properly channeled; at the end of each day's run, ensure the proper securing of the coach at the garage including shutting off the radio, turning off all lights and other normal items; complete coach defect card; turn into dispatch all lost and found items; and adhere H-6 to the Operator's Handbook.

EMPLOYMENT STANDARDS:

High School diploma or GED; good work and driving record; 21 years of age and have three (3) years of licensed vehicle driving at the time of application; and possess excellent people skills. Reliable transportation. Prior bus driving and customer service experience a plus. Must be able to read, write, and speak English.

Licenses; Certificates; Special Requirements:

- Valid Class B driver's license or higher with passenger and airbrakes endorsement
- Valid Verification of Transit Training Certificate or the ability to obtain one
- An original H-6 (ten (10) year DMV printout) must be must be provided for consideration. Please submit your H-6 to Human Resources in one of the three following ways: (1) Upload your H-6 and submit it online with your application; (2) Fax it to 209-943-1175; or (3) Bring it in person to the Downtown Transit Center customer service department.

ABILITY TO:

- Perform all duties and responsibilities in a professional manner
- Work varying shifts and hours, Monday through Sunday
- Weekday hours may begin as early as 3:15 A.M. and end as late as 11:30 P.M. Lift 40 pounds or over, pull, bend, stoop and twist, as required by various job duties
- Establish and maintain effective working relationships with the public, other agencies and co-workers
- Relate well to various persons from all ethnic backgrounds and classes
- Establish and maintain positive and effective working relationships with supervisors, co-workers and all staff to ensure the team concept in the work environment which includes maintaining a positive and professional

- disposition, demeanor and attitude with all customers, co-workers, all staff and supervisors at all times
- To report to work as required and on time
- Dress in a professional manner as required

PHYSICAL AND MENTAL DEMANDS:

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

Physical Demands:

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by radio; use hands to finger, handle, feel or operate District vehicles (buses and automobiles); and reach with hands or arms. The employee frequently is required to walk and stand. The employee must be able to lift, push, and pull forty (40) pounds. The employee does not work under typical office conditions. The employee will be working in District buses and other vehicles where the noise level is usually loud.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; observe and interpret people and situations; analyze and solve operational problems; use math and mathematical reasoning; perform detailed work on multiple concurrent tasks; work with constant interruptions; and interact with RTD personnel and a multi cultural customer base encountered in the course of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outdoor weather conditions where noise levels are moderately noisy; around moving equipment and vehicles; and is exposed to toxic fumes and caustic chemicals.

RTD offers a competitive employee benefit program that includes:

INSURANCE: Part-time operators shall be eligible for medical benefits for themselves only after one year of service. RTD also provides \$10,000 life insurance for all part-time employees.

VACATION: One (1) week to two (2) weeks depending on length of service for part-time employees.

EMPLOYMENT PROCESS:

All applications must be completed fully and submitted online or on an official RTD application form. Incomplete applications will be rejected and cannot be revised after submittal on or before the final filing date. The standards as stated on the front of the job announcement represent only the minimum required to fill an application. Resumes will be accepted, but may not be substituted for the required application form.

All statements made on the application are subject to verification and investigation. False statements will be cause for disqualification, removal from the eligible list or termination of employment. Meeting the listed standards does not guarantee that a candidate will be invited for an interview, as the Human Resources Department reserves the right to limit the number of candidates to the most qualified for the vacancy.

Proof of American citizenship or authorization to work in the United States must be submitted prior to hiring. RTD will request this documentation at the appropriate time during the hiring process.

RTD is an Equal Opportunity/Affirmative Action employer. Female, minority, and disabled individuals are encouraged to apply. Applicants will be considered without regard to race, color, creed, national origin, religion, sex, sexual preference, marital status, age, medical condition or disability.

MEDICAL EXAMINATION AND SUBSTANCE ABUSE TESTING:

RTD will pay for each prospective employee to take a medical and substance abuse examination. The candidate's physical condition must be consistent with the requirements of job duties to be performed.

Candidates are cautioned that offers of employment are conditional to the satisfactory completion of medical, substance abuse examinations, and background checks.

TO SUBMIT AN APPLICATION:

Visit our jobs page online at www.sanjoaquinRTD.com

The provisions of this bulletin are subject to change without notice and do not constitute an expressed or implied contract.