



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

**Operator (Elk Grove Service)**

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**SALARY:** \$15.23 - \$21.13 Hourly

**DEPARTMENT:** Elk Grove Service

**OPENING DATE:** 11/12/20

**CLOSING DATE:** Continuous

**RECRUITMENT  
TYPE:** Internal/External

**DESCRIPTION:**

**OFFICIAL DMV PRINTOUT 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**

Operates coaches in the Elk Grove Service Area ensuring safe and timely transport of passengers by inspecting coaches, maintaining designated route schedules, assisting passengers, and completing required reports.

*\*Elk Grove Service Area employs Full-Time and Part-Time employees in this position. However, candidates start in this position as Part-Time employees with the potential to move to Full-Time based on seniority.*

**EXAMPLES OF DUTIES:**

1. Operates assigned coaches by following safe, defensive driving practices.
2. Maintains schedules, follows prescribed routes, collects fares, validates passes, operates radio, makes announcements, and enters announcements into automated system.
3. Performs special services assignments such as coach bridges, fill services and acting as a replacement driver when needed.
4. Performs pre-trip safety inspections, identifies potential safety concerns, and promotes passenger safety awareness.
5. Reports coach trouble/malfunctions, traffic problems, road hazards and accidents
6. Reacts to and manages passenger conflicts as well as disruptive/hostile/abusive passengers. Reports unusual activities to Police.
7. 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.
8. Completes paperwork including, but not limited to, time slips, day card, arrival and departure times, occurrence/incident reports, passenger counts, types of fares used, and log books.
9. Performs other related duties as assigned.

**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. Three (3) years of verifiable driving experience with a satisfactory driving record as determined by SacRT. Must be at least 21 years of age.

**Licenses/Certifications:** Must possess a valid Driver's License at the time of application and have the ability to obtain a valid California Class B Driver's Permit with passenger and airbrake endorsement(s) prior to the start of employment.

**Candidates must submit a 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.**

**Other Requirements:** Three (3) years of verifiable driving experience with a satisfactory driving record as determined by SacRT. 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.)

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

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

**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 #2020-00286  
OPERATOR (ELK GROVE SERVICE)  
LC

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

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## Operator (Elk Grove Service) Supplemental Questionnaire

- \* 1. Please describe your vehicle driving experience, including any commercial and/or large vehicle or transit operator driving you have done. In your response detail your specific job duties, job title, employer and number of months/years you performed these duties. Also, indicate if you have been driving as a licensed driver for at least three years (yes or no), and include the average number of hours you drive per week.
  
- \* 2. Please describe your work experience providing information and/or assistance directly to the public. In your response detail your specific job duties, job title, employer and number of months/years you performed these duties.
  
- \* 3. This position starts as Part-Time with the potential to move to Full-Time based on seniority. Are you willing to work Part-Time?  
 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