



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

Paratransit Operator

SALARY:	\$15.23 - \$21.94 Hourly
DEPARTMENT:	Paratransit Operations (SacRT GO)
OPENING DATE:	11/07/20
CLOSING DATE:	Continuous
RECRUITMENT TYPE:	Internal/External
DESCRIPTION:	

DMV PRINTOUT IS REQUIRED AT THE TIME OF APPLICATION

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.

Operates coaches that are designed for wheelchair lifts, seats and other special access. Provide origin to destination transportation for the elderly and persons with disabilities safe and timely transport by inspecting coaches, maintaining designated route schedules, assisting passengers, and completing required reports.

EXAMPLES OF DUTIES:

This is a general listing of job functions and does not represent a complete listing of the positions responsibilities.

- Operates assigned Paratransit coaches by following safe, defensive driving practices, and obeying traffic regulations.
- Maintains schedules, collects fares, and operates radio.
- Responsible for safe and proper securing of various forms of assistive devices.
- Performs pre-trip safety inspections, identifies potential safety concerns, and promotes passenger safety awareness.
- Reports coach trouble/malfunctions, traffic problems, road hazards and accidents.
- Assists with 911 emergency situations as directed, assists boarding/exiting passengers. Assists passengers who need special assistance.
- Completes paperwork including, but not limited to, time slips, day card, arrival and departure times, occurrence/incident reports, passenger counts, and log books.
- Follows direction of dispatch, adhere to trip manifest, and use two-way radio in a professional manner.
- Adheres to passenger safety, sensitivity, and confidentiality standards.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent.

Two (2) years of customer service experience that includes providing information and/or assistance directly to the public and/or passenger transportation OR one (1) year previous transit operator

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

Required Licenses and/or Certificates:

Must possess a valid Driver's License at the time of application and have a satisfactory driving record as defined by SacRT. Must have the ability to obtain a valid California Class B Driver's permit with Passenger endorsement 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.

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.

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

This position falls under the Amalgamated Transit Union.

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

Position #2021-00333
PARATRANSIT OPERATOR
LC

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

Paratransit Operator 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 and/or transportation. In your response detail your specific job duties, job title, employer and number of months/years you performed these duties.

* Required Question