POSITION DESCRIPTION

POSITION DESCRIPTION: Extra Board Operator

SALARY: Training wage of $14.50; Entry wage of $21.70 per hour after training as per Union Contract.

REPORTS TO: Director and Administrative Service/Operations Manager

POSITION SUMMARY:
This is transit equipment operation work. Operates 28-30 foot buses or vans in a safe manner over assigned routes according to established time schedules or on dial-a-ride routes while being courteous to the public and maintaining order in the vehicle alone. Collects fares, provides information assistance about routes, schedules, and street locations. Interacts continuously with passengers.

SCOPE OF RESPONSIBILITIES:
Must have good communication skills with a various population, including senior citizens and mentally and/or physically challenged individuals. Must remain calm and courteous under trying times. More experienced employees may be assigned to familiarize a new employee with routes and assist the Director in training new employees. Reports to Director for schedules and other changes and performance reviews.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:
➢ Ensures vehicles are clean before operation and conducts inspections before and after operation to note damage or defects including body damage, tires, radiator, lights, instruments, brakes, radio and other equipment. Make notes on defect report.
Accurately records passengers carried.

Operates bus on assigned route on a designated schedule, picking up and safely discharging passengers; or operating a van to pick up and safely discharge passengers, or operating lift equipped vans and providing assistance to riders.

Greets passengers in a pleasant and courteous manner; collect fares, sells passes, gives information concerning routes, schedules and transfer points; secures and turns in articles found in vehicle; completes trip and other reports.

Receipts complaints from passengers in a polite manner and attempts to provide appropriate information; refers complaints to supervisor.

Reports promptly any delays, accidents, and other incidents that may affect operations.

Understands and applies those procedures and requirements listed in the Operations Handbook.

Various duties as assigned by the Director or Administrative Service/Operations Manager.

**REQUIREMENTS:**

- Possession of a valid Washington State Driver’s License at time of hire.

- Valid Class A or B CDL; a Passenger P1 endorsement; and air brake restriction removed endorsement; or be able to obtain one upon hire.

- A clean Driving Abstract for the past 5 years from all states in which you have had a license to drive. Must be submitted with application.

- Physically capable of operating all of Pacific Transit’s fleet, including 20-30’ buses and Dial-A-Ride vans.

- Physically capable of assisting passengers on and off the bus who use mobility devices on transit vehicles; Dial-A-Ride passenger assist to and from facilities when requested.

- Physically capable of securing mobility devices inside transit vehicles, this includes, but not limited to bending, lifting and stretching.
➢ On-call basis; must be able to work various hours and days, including evenings and Saturdays.

➢ Able to respond on a short notice, including sometimes same day.

➢ Must be able to lift up to 50 lbs.

➢ Must have a current or be able to pass a post-offer DOT physical, paid by Pacific Transit.

➢ Employment contingent upon passing a post-offer substance abuse test, paid by Pacific Transit.

➢ Able to sit for long periods of time with few breaks.

➢ Able to bend, squat, kneel, turn side to side, reach above head, climb up and down stairs, and maneuver passengers in manual wheelchairs.

➢ Must pass a criminal background investigation. Employment terminated if found to have a criminal background.

Pacific Transit System has a policy of a drug-free and alcohol-free workplace. Employment is contingent on passing a pre-employment substance abuse test. Hired applicants will be subject to random drug and alcohol testing throughout their period of employment.

Pacific Transit System is an Equal Opportunity and Affirmative Action Employer. Applicants will receive consideration for employment without regard to sex, marital status, race, color, creed, national origin, age, veteran status or disability.

**COMPENSATION & BENEFITS:**

- On-call Extra Board position, no guarantee of monthly hours.
- Wage as per the current Labor Agreement.
- 8 hours of general leave for every 160 hours worked (after working initial 800 hours)
- 1 hour of sick leave for every 40 hours worked (WA Law I-1433, Jan 2018)
- Union position
- Non-exempt position
APPLICATION FOR EMPLOYMENT
BUS OPERATOR / MECHANIC

Equal Employment Opportunity Affirmative Action Employer

1) DATE: ______________________  JOB APPLYING FOR: ______________________

Print or type all entries & answer all questions

GENERAL

2) NAME: ______________________ ______________________ ______________________
   (First) (Middle) (Last)

ADDRESS: ______________________ ______________________ ______________________
   Number & Street City State Zip

MAILING ADDRESS IF DIFFERENT: ______________________ ______________________
   Number, PO Box & Street City State Zip

TELEPHONE: ______________________ ______________________ ______________________
   Home Message Work

3) Have you the legal right to work in the U.S.? _______________ Yes _______________ No
   (Successful applicants will be required to provide proof of identity and eligibility upon employment)

4) List all relatives now working for Pacific Transit System: ______________________

5) Are you aware of anything that will prevent or hinder your ability to perform specific job functions? ______

U.S. MILITARY BACKGROUND

6) Branch: ______________________ Date In: ______________________ Date Out: ______________________

EDUCATION AND TRAINING

7) Circle year completed: High School College
   1 2 3 4 1 2 3 4 5 6 7 8
   Degree: ______________________
List any special training you have completed which would be useful in the position you are applying for:


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**LICENSE INFORMATION REQUIRED FOR POSITION**

8) Do you possess a valid Washington State Driver's License? ____ Yes ____ No  
   If no which State ______________ License No. __________________  

9) Do you possess a valid Commercial Driver's License? _____ Yes ____ No  
   Passenger Endorsement: _______ Air Brake Restriction Removed ____  

(CDL Class A or B with Passenger (P1) endorsement and air brake restriction removed type license is required for operators & maintenance positions.)

10) Have you ever tested positive or refused to test on a pre-employment drug test during the prior two years?  
     Yes ____,  No ____

**DRIVING EXPERIENCE**

11) Class of Equipment  Type of Equipment  Date From  To  
    Bus  
    Truck  
    Other  

**ACCIDENT RECORD FOR PAST 5 YEARS**

12) Date  Nature of Accident/Head-On/Rear-End, Etc.  
    Accident  
    Accident  

**TRAFFIC CONVICTION & FORFEITURES FOR PAST 5 YEARS**

13) Location (City & State)  Date  Conviction  Forfeiture Penalty  
    ____________________________  
    ____________________________  
    ____________________________
EMPLOYMENT RECORD

14) Beginning with your most recent position, please complete and account for a minimum of ten years of employment including U.S. Military service. Attach additional sheets if necessary.

CURRENT POSITION ___________________________ FROM ___________________________
EMPLOYER NAME ___________________________
ADDRESS ___________________________
SUPERVISOR ___________________________ PHONE # ___________________________
OK TO CALL EMPLOYER ________.

PRIMARY DUTIES


POSITION HELD ___________________________ FROM ___________________________ TO ___________________________
EMPLOYER NAME ___________________________
ADDRESS ___________________________
SUPERVISOR ___________________________ PHONE # ___________________________

PRIMARY DUTIES


REASON FOR LEAVING ___________________________


POSITION HELD ___________________________ FROM ___________________________ TO ___________________________
EMPLOYER NAME ___________________________
ADDRESS ___________________________
SUPERVISOR ___________________________ PHONE # ___________________________

PRIMARY DUTIES


REASON FOR LEAVING ___________________________
POSITION HELD __________________________________ FROM __________ TO __________

EMPLOYER NAME ____________________________________________

ADDRESS ________________________________________________

SUPERVISOR ______________________________________________ PHONE #

PRIMARY DUTIES ____________________________________________

________________________________________________________

REASON FOR LEAVING ______________________________________

________________________________________________________

________________________________________________________

15) The Pacific Transit System has a Drug and Alcohol Free Workplace. Applicants will be required to undergo a substance abuse test prior to employment and will be subject to further random urine and breathe alcohol testing throughout their period of employment.

16) Pacific Transit System has an obligation to its citizens and customers to employ those who will provide quality public service and who will maintain the public confidence in municipal government. To achieve these objectives Pacific Transit System may conduct investigations, including verification of prior employment history and education.

17) I certify that the information shown on this application is true and correct to the best of my knowledge. I authorize previous employers and references to furnish Pacific Transit such information, as it considers necessary to evaluate my qualifications for employment unless so indicated. I understand that passage of a pre-employment drug test, at Pacific Transit's expense, is required and contingent for employment. I further agree that the falsification or withholding of pertinent information will be grounds for discharge from employment.

I understand that this application is not an employment contract

SIGNATURE __________________________________________ DATE __________

This application is valid for 6 months unless updated by contacting Pacific Transit System.

OP/Mech App 10-08-2019
NOTICE TO JOB APPLICANTS

Pacific Transit System's goal is to establish and maintain a work environment that is free from the effects of alcohol and drug abuse. Consistent with the spirit and intent of this commitment, Pacific Transit System has established a policy regarding the use of alcohol and drugs. Employees may be subjected to tests for: Reasonable Cause, Post Accident. Random testing will be performed throughout the period of employment.

Applicants selected for employment shall be scheduled for drug testing as a part of the pre-employment medical evaluation.

The following drugs shall be tested for in the urine sample of applicants:

- Marijuana and Metabolites
- Cocaine and Metabolites
- Amphetamines and Metabolites
- Opioids
- PCP (Phencyclidine)

Specimen tampering during the pre-employment medical evaluation, falsification of the substance use form or refusal to submit a specimen shall be grounds for disqualification from employment.

Applicants who fail to pass the drug test without adequate explanation of the results will not be considered for an available position for one year from the date of testing and must provide proof, at their expense, that they are drug free.

Certification: I have read and understand this notice and agree to all of the above provisions thereof.

Applicant Signature________________________________________ Date/Time_____________________

Social Security Number________________________________________

Drug Testing Notice to App
Disclosure Statement

Pursuant to the requirements of RCW 43.43.830-840, we must ask you to complete the following disclosure statement. This information will be kept confidential.

Have you ever been convicted of any of the following crimes against persons:

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Disclosure Statement  
(continued)

(1) If your answer is "yes" to any of the above, please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(2) Has a (a) dependency action, (b) domestic relations proceeding or (c) disciplinary board final decision found you to have sexually assaulted or exploited a minor, or to have physically abused or sexually abused a minor?

☐ YES  ☐ NO

If your answer is "yes", please describe and provide the date(s) of the finding(s) and the penalty(ies) imposed.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

We may request your fingerprints to obtain from the Washington State Patrol Criminal Identification System a report for your record of criminal convictions for offenses against persons, civil adjudications of child abuse and disciplinary board final decisions. If you are hired before that report is available, YOUR EMPLOYMENT WILL BE CONTINUED UPON THE RECEIPT OF A SATISFACTORY REPORT.

You will be notified of the State Patrol's response within 10 days after we receive the report. We will make a copy of the report available to you upon your request.

UNDER PENALTY OF PERJURY, I certify that the above information is true, correct and complete. I understand that if I am hired, I can be discharged for any misrepresentation or omission in the above statement. I also understand that if I am hired, my employment is conditioned on your receipt of a satisfactory report from the Washington State Patrol.

Signature: ___________________________  Date: ___________________________

Print Name: ___________________________