



## BUS OPERATOR, FULL-TIME (PS101326)

Position is represented by the ATU Local Division #1575

Posted on February 1, 2020 and is open until filled

### POSITION SUMMARY:

Under general supervision, operates a variety of transit vehicles to transport passengers along specific, assigned routes according to the District's requirements. Provide service in a safe, courteous and reliable manner. Responsible for written reports and other information as required. Upon completion of the Golden Gate Transit Training Program, the employee operates regularly scheduled assignments. All runs will originate in either Santa Rosa, Novato or San Rafael.

### SALARY RANGE: \$24.48 per hour - During training

*Golden Gate Bridge, Highway & Transportation District's Bus Operator Training Program runs approximately twelve (12) weeks, Monday through Friday, 6:30 a.m. to 3:30 p.m., which includes a 60-minute unpaid lunch period. There will also be three (3) nights of night driving scheduled from 2:00 p.m. to 11:00 p.m.*

**Upon successful completion of training:** \$25.92 per hour, plus benefits - for the first six (6) months of service  
 \$27.36 per hour, plus benefits - for the second six (6) months of service  
 \$28.80 per hour, plus benefits - thereafter

### APPLICATION SCREENING DATES:

Review Date/s	Class Estimated to Start
1 <sup>st</sup> Class: October 1, 2019	March 19, 2020
2 <sup>nd</sup> Class: March 9, 2020	June 2020
3 <sup>rd</sup> Class: July 1, 2020	October 2020
Next Class: October 1, 2020	To be announced

**\*\*\*Applications received on or after the review date will be processed on the next review date.**

### MINIMUM QUALIFICATIONS:

- *No experience is necessary.*
- *Must be a licensed driver for at least seven (7) years prior to the date of this posting.*
- *Satisfactory Driving Record (See pages 2 & 4 for detailed requirements).*
- *Must pass the Student Bus Driver Training program and Probationary period.*

**For the APPLICATION PROCEDURE AND REQUIRED APPLICATION DOCUMENTS, please go to page four (4).**

**For EMPLOYEE BENEFITS, please go to page three (3).**

**For JOB DESCRIPTION, please go to page two (2).**

**For the SELECTION PROCESS, please go to page five (5).**

## **ESSENTIAL RESPONSIBILITIES:**

- Transports passengers along assigned routes, making designated stops as required or requested.
- Uses the fare box to accurately collect fares, issues transfers and gives general information.
- Completes reports on patron count, non-scheduled mileage, vehicular deficiencies, fare box, accidents and other reports as required.
- Operates automatic lift on buses and assists passengers in wheelchairs, those using crutches or walkers, or who have speech or mental difficulty.
- Ensures that Driver's license and all other documents required of a commercial licensee are maintained and are current and valid.
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** District policies and labor agreement (MOU) provisions. Occupational health and safety rules and working practices applicable to this position.

**Skills or Ability to:** Read, write and speak English and perform basic mathematical procedures. Safely and smoothly operate coaches. Follow instructions and work independently. Effectively communicate and be able to work with a diverse public in a courteous, calm and professional manner under all circumstances. Respond quickly, accurately and pleasantly to customer needs. Speak distinctly, clearly, and professionally. Work during the week and evenings, nights, weekends and holidays.

## **PHYSICAL REQUIREMENTS:**

- Must be able to successfully pass the District's pre-employment drug and physical tests and acquire at least a six (6) month medical clearance. The District's pre-employment tests include the DMV physical, functional performance physical and FTA DOT drug screen.

## **REQUIRED LICENSE:**

- Must possess and maintain a current, valid California driver's license and satisfactory driving record.
  - Must be a licensed driver for at least 7 years prior to the date of posting.
  - No more than 1 moving violation and no "at fault" accidents within the last 3 years.
  - No reckless driving and DUI within the last 7 years.
  - No license suspension, revocation or probation for a period of 3 years prior to the date of this posting.
  - No Failures to Appear or Failures to Pay on DMV printout at the time of submission.
  - Other violations, citations, and/or accidents will be reviewed on a case by case basis and may be cause for non-selection.
  - Ability to obtain a Commercial Driver License (CDL) is part of the completion of the Student Bus Driver Training program.

**BENEFITS:**

- **Ten (10) paid Legal Holidays:**

- New Years Day
- Martin Luther King Jr.'s Birthday
- Cesar Chavez Birthday
- President's Birthday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day

- **District-paid benefits for the employee:**

- Health care (choice of one): either Blue Shield (HMO only for the first 2 years of employment) or Kaiser
- Prescription Drug
- Dental Insurance
- Vision Coverage
- Life Insurance of \$20,000 (on employee)
- Employee Assistance Program
- Deferred Compensation Program (optional)
- Membership in a Credit Union (optional)

- **Pension**

- Pension: The pension contribution amounts are subject to determination based on currently pending legislative decisions

## **APPLICATION PROCEDURE:**

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW  
MAY RESULT IN REJECTION OF YOUR APPLICATION**

**TO APPLY:** [www.goldengate.org/jobs](http://www.goldengate.org/jobs)

**Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.**

The District's Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website [www.goldengate.org](http://www.goldengate.org).

*All notices related to District recruitments for which you apply will be sent via email. Please ensure the email address you provide on your application is correct, and add '@goldengate.org' as an accepted address to any email blocking or spam filtering program you may use to ensure receipt of notification from the District regarding your recruitment application. The District is not responsible for notices that are not read, received, or accessed by any applicant for any District recruitment.*

### **THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:**

- **GGBHT Online Employment Application**
- **DMV Report K4 printout (Scan and attach as PDF to your Online Employment Application)**  
*Applicants with DMV printouts older than 30 days will be eliminated (NOTE: You will be required to provide your **original** DMV K4 print-out if you are invited to the next step of the process). The printout should reflect a pattern of safe, responsible vehicle operation, and demonstrate a clean driving record which would include the following:*
  - a) **NO** Reckless Driving CVC 23103 through 23109 (reckless driving), or Driving Under the Influence CVC 23152 – 23153 (driving under the influence of alcohol or drugs). **Any DUI or Reckless Driving violation on your DMV printout within the last seven (7) years is an automatic disqualification.**
  - b) **NO** more than 1 moving violation and no "at fault" accidents within the last 3 years. **NO** license suspension, revocation or probation for a period of 3 years prior to the date of this posting.
  - c) **NO** convictions of California State Vehicle Code 20001 (leaving the scene of an accident involving bodily injury or death).
  - d) **NO** Failures to Appear or Failures to Pay on DMV printout at the time of submission.
  - e) Any accidents on DMV printout must be accompanied by an insurance or police report verifying that you were not at-fault.
    - If accident occurred while driving for an employer a company report is also required.
  - f) Other violations, citations, and/or accidents will be reviewed on a case by case basis and may be cause for non-selection.

**NOTE: ONLY DMV K4 reports will be accepted. A DMV K4 printout report (10 year driving record) MUST come from any DMV office. A complete DMV K4 report has the word \*\*\*END\*\*\* in capital letters at the end of the report. K4 reports that state: Unable to Print Entire Record will not be accepted. Request that the DMV provides you with a complete DMV K4 report with the final page that states \*\*\*END\*\*\***

**THE SELECTION PROCESS FOR THIS POSITION WILL INCLUDE:**

There are six steps in the selection process. You must pass each step to move on to the next step. The steps consist of the following:

1. Successful completion of application screening process
2. Video Examination and Written Examination
3. Panel Interview
4. Medical Examination, post offer of "conditional employment" (includes DOT medical and physical guideline requirements, a drug screen and physical abilities examination)
5. Criminal Investigation
6. Ten (10) year history conducted on Employment Background

*\*This position is classified as U.S. Department of Transportation - Federal Transit Administration "Safety Sensitive." Under DOT FTA regulations, employees in "Safety Sensitive" positions are subject to pre-employment, reasonable suspicion, post-accident, random and return-to-duty drug and/or alcohol testing.*

*\*\*The District will invite only those candidates whose qualifications most closely match the position requirements to continue in the selection process.*

**AN EQUAL OPPORTUNITY EMPLOYER**

The Golden Gate Bridge, Highway and Transportation District provides equal employment opportunity for all qualified persons based on merit and other job-related factors without regard to race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical and mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions) gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation and any other status protected by state or federal law.

**Applicants with Disabilities:** The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. Please contact Human Resources at (415) 257-4535 to request assistance with an Employment Application. To request a job-related examination process accommodation, please submit your request to Human Resources with sufficient time to allow the District to consider the reasonableness of the request.

Revised 02/25/2020 MP

**Human Resources Administration  
GGBHTD  
1011 Andersen Drive  
San Rafael, CA 94901-5318**