



(509) 525-9140 • FAX (509) 525-9142 • www.valleytransit.com

1401 West Rose, Walla Walla, WA 99362

Dear Applicant:

Thank you for your interest in the part-time Bus Cleaner position at Valley Transit.

This packet contains a job description, application, and voluntary personal information form to complete. If you decide to apply, you will need to provide a complete work history and explain any gaps in employment. This part-time position is Monday - Friday, currently 5:00 - 9:00pm due to limited service being offered and will revert back to the regular schedule of 6:00 - 10:00pm when Valley Transit is able to offer full service again.

Return your completed application as soon as possible. This position is open until filled. Successful applicants will be contacted to proceed to the next level in our hiring process.

Satisfactory completion of pre-employment drug/alcohol screen, physical, and criminal background check is a condition of employment for this position with Valley Transit.

Sincerely,

Briana Malmquist

Briana Malmquist
Human Resources Manager

VALLEY TRANSIT

Job Description for
PART TIME BUS CLEANER

Department: Maintenance
Reports To: Maintenance Manager
FLSA Status: Nonexempt hourly employee

Summary

This position includes the responsibility of cleaning buses, transit facilities, and related equipment. This is physical work requiring a high degree of energy and effort. The work will include fueling and maintaining other fluid levels in buses and other vehicles as instructed. Adequate driving skill for the safe movement of transit vehicles is necessary.

Essential Duties and Responsibilities

- Pumps fuel and records fuel and odometer information
- Adds lubricants as needed: Water; Antifreeze; Motor Oil; Hydraulic Oil
- Checks and adjusts air pressure in tires
- Washes, sweeps, mops, cleans glass and other surfaces in buses
- Cleans up spilled food, drinks, litter, human waste and bodily fluids, and other debris
- Empties trash receptacles
- Polishes stainless steel parts
- Performs janitorial duties in agency buildings, including sweeping or vacuuming, mopping floors, cleaning rest rooms, washing walls and windows, and other related duties
- Maintains a clean shop area and bus storage area:
 - a. Cleans up spilled liquids
 - b. Cleans tools and machinery
 - c. Sweeps and vacuums area
- Maintains a clean operators' lounge and facility
- Keeps facilities free of clutter
- Washes bus passenger shelters and removes graffiti
- Maintains grounds including mowing grass, trims shrubs, applies yard chemicals and other related duties
- Shovels snow and operates snow removal equipment
- Makes minor repairs to such items as shelters, benches, and restroom fixtures including light plumbing duties
- Must be able to work independently for up to two-hour periods
- Communicates via two-way radio
- Must be able to communicate and follow written and oral instructions in English.
- Must be able to fill out standard paperwork items such as time cards, work orders, accident reports, fuel logs and similar items
- Follows instruction as directed by the Maintenance Manager, Lead Mechanic, or Parts Procurement Specialist.
- Perform all safety and health responsibilities for Workgroup Members as detailed in the Public Transit Agency Safety Plan (PTASP).
- Performs other work as required

Education

Must be able to communicate and follow written and oral instructions given in English.

Experience

No previous experience is necessary; however, related experience and a familiarity with common hand tools and cleaning equipment is desirable. A valid Washington or Oregon driver's license showing a history of responsible driving behavior is required. Ability to obtain a Commercial Driver's License (CDL) in the future if needed.

Working Conditions

Work is performed both inside and outside in both good and inclement weather. He or she may be exposed to dust, exhaust fumes, wetness, chemical spray, and cleaning agents. This position requires dealing with other employees and customers in a positive manner that generates good will for the Agency and team work among employees

Essential Functions

The employee must be physically able to perform the duties of the position with or without reasonable accommodation on a regular work schedule. Dependable and regular attendance and on-time performance is required. He or she may be required to lift objects up to 50 pounds, with assistance provided, if necessary, in the movement of heavier objects. Must have the agility to bend and twist to get into hard-to-reach areas for cleaning (sometimes working on hands and knees), and climb ladders.

Must be able to perform the duties of this safety-sensitive position without imposing an undue risk of harm to the health and safety of self, other employees, or the public. As such, the employee will be subject to random drug and alcohol testing. All employees must abide by Agency policies, rules and regulations. If a job offer is extended, employment will be conditioned upon successful completion of a pre-employment physical including a drug and alcohol test.

Wages and Benefits

Employees working in this job classification are represented by the Amalgamated Transit Union and are subject to agency shop rules. This position currently starts at \$15.22 per hour.

Valley Transit provides pro-rated vacation (available for use after six months of continuous service) and sick leave (available after three months of continuous service). This position is also eligible for retirement through the Washington State Department of Retirement Systems.

Valley Transit

**1401 West Rose
Walla Walla, WA 99362**

APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Name _____ Date _____

Address _____
Street City State Zip

Telephone number _____ Email Address _____

Are you over 18 years old? Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

How did you learn of this opening? _____

Have you worked here before? Yes No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes No

Can you perform these essential functions with or without reasonable accommodation? Yes No

Can you work in a unionized environment, where shifts are assigned based on seniority and may require working split shifts, any hours or any day? Yes No

Shift preferred _____ Part-Time _____ Full Time _____

Are you willing to work overtime as required? Yes No

| EDUCATION | NAME & LOCATION OF SCHOOL | | MAJOR | DIPLOMA/ DEGREE |
|--------------------------|---------------------------|--|-------|--------------------|
| High School | | | | |
| College/Univ. | | | | |
| College/Univ. | | | | |
| Other Training/Education | | | | |

In addition to your work history (reverse side), what other experiences, skills or qualifications would especially fit you for work with our company? _____

POSITION(S) APPLIED FOR 1. _____ 2. _____

Wage or salary desired? \$ _____ When can you start? _____

(OVER)

WORK HISTORYMay we contact your present employer? Yes No

(Include all work experience. Any gaps in employment should be explained on this form or by attaching a separate sheet of paper.)

| | | |
|------------------------------|---------------------|-----------|
| Most Recent Employer | Address | Telephone |
| Date Started | Starting Position | |
| Date Left | Position on Leaving | |
| Name and Title of Supervisor | | |
| Description of Duties | Reason for Leaving | |
| Previous Employer | Address | Telephone |
| Date Started | Starting Position | |
| Date Left | Position on Leaving | |
| Name and Title of Supervisor | | |
| Description of Duties | Reason for Leaving | |
| Previous Employer | Address | Telephone |
| Date Started | Starting Position | |
| Date Left | Position on Leaving | |
| Name and Title of Supervisor | | |
| Description of Duties | Reason for Leaving | |
| Previous Employer | Address | Telephone |
| Date Started | Starting Position | |
| Date Left | Position on Leaving | |
| Name and Title of Supervisor | | |
| Description of Duties | Reason for Leaving | |

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application.

I understand that employment at this Company is "at will," which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Organization, other than the General Manager has any authority to alter the foregoing. I also understand that this application and all submitted attachments become the property of Valley Transit.

Date _____ Applicant's Signature _____

APPLICANT VOLUNTARY EEO SELF IDENTIFICATION FORM

Valley Transit is an equal employment opportunity employer. Discrimination in employment is prohibited under Washington State Law, Title VII of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. As an equal employment opportunity employer, Valley Transit is committed to providing a work environment free from any form of discrimination.

For the purpose of effectively implementing Valley Transit's Equal Employment Opportunity Program, we would appreciate your assistance in providing the information listed below. This information will enable Valley Transit to evaluate its recruitment process in light of State and Federal equal employment opportunity laws. **Completion of this form is voluntary.**

THIS FORM WILL BE SEPARATED FROM YOUR APPLICATION PACKET PRIOR TO THE APPLICATION SCREENING PROCESS.

POSITION APPLYING FOR _____ Date _____

NAME

Last

First

MI

Gender: Male Female I do not wish to disclose this information

Definitions of race/ethnicity are on the next page (as defined by the Equal Employment Opportunity Commission).

Race/Ethnicity Identification Categories (choose one):

- | | |
|---|---|
| <input type="checkbox"/> White / Caucasian | <input type="checkbox"/> Hispanic / Latino |
| <input type="checkbox"/> Black / African American | <input type="checkbox"/> American Indian / Alaskan Native |
| <input type="checkbox"/> Native Hawaiian / Pacific Islander | <input type="checkbox"/> Two or more races |
| <input type="checkbox"/> Asian | |

I do not wish to disclose this information

Definitions of Race/Ethnic Categories

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

White or Caucasian – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races – All persons who identify with more than one of the above races.