



(509) 525-9140 • FAX (509) 525-9142 • [www.valleytransit.com](http://www.valleytransit.com)

1401 West Rose, Walla Walla, WA 99362

Dear Applicant,

Thank you for your interest in becoming an Operator at Valley Transit. Please fill out the application after reading the attached job description.

At **least 6 years** of general driving experience legally operating a motor vehicle is required. In order to be considered for hire, applicants **must be able to consistently report to work on short notice.**

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

The training wage for this position is \$18.18 per hour and increases to \$22.73 upon successful completion of training.

This position offers a benefits package that includes medical, dental and life insurance; and a PERS retirement plan upon completion of training. This position also offers generous leave banks.

**The anticipated start date for this position is November 6, 2023.**

Sincerely,

A handwritten signature in black ink that reads "Melanie Hall". The signature is written in a cursive, flowing style.

Melanie Hall  
Human Resources Manager

# VALLEY TRANSIT

Job Description for

## Extra Board Fixed Route/Paratransit Vehicle Operator

**Department:** Operations  
**Reports To:** Road Supervisor  
**FLSA Status:** Nonexempt hourly employee

### Summary

This is skilled work in the operation of passenger buses, trolleys and vans for Valley Transit.

Work involves responsibility for the safe and efficient operation of passenger vehicles. Operators are representatives of the transit system and are required to exercise a high degree of caution and courtesy. Work is generally performed independently, reporting to the Road Supervisors.

Transit operators perform shift work. Individuals selected may be assigned on any day of the week. Shifts include early morning, late night, holidays, community special events and emergencies.

### Illustrated Examples of Duties

- Dependable attendance and on-time performance
- Safe and efficient operation of passenger buses, vans and other agency vehicles
- Compliance with all Federal, State, local and Valley Transit rules, regulations and policies
- Adherence to instructions from the Road Supervisors and Dispatcher
- Assists mobility-impaired passengers to and from destination
- Maneuvers wheelchairs on and off vehicles and over terrain
- Daily vehicle inspection and reporting of any mechanical defects prior to operation
- Operate Mobil Data Computer and accurately complete required reports
- Maintenance of bus cleanliness, as needed, on route
- Schedule adherence, fare collection, transfer issuance, provide accurate information regarding routes, schedules, transfer points, stops; and promotion of good passenger relations
- Performance of related work as required
- Perform all safety and health responsibilities for Workgroup Members as detailed in the Public Transit Agency Safety Plan (PTASP).

The omission of specific statements of duties above does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **Requirements**

At least 6 years of general driving experience legally operating a motor vehicle. Driving record should demonstrate safe and responsible operation of a motor vehicle.

Persons selected for the position must obtain, within 14 days of employment, a Class "B", State of Washington or Oregon Commercial driver's license, with endorsement "P" and with airbrake restriction (K) removed.

Possess good public relations skills, be highly motivated, dependable, friendly, and have work experience where these skills are utilized.

No convictions of any law involving physical molestation, abuse, injury, or neglect.

The successful applicant will be required to complete pre-employment tests, including a Department of Transportation (DOT) physical, drug and alcohol screening and tuberculosis skin test, or be currently employed as a part-time transit vehicle operator. All persons selected for this position must successfully complete or have completed a new operator training program. This position will be subject to a 3-month probation period for promotions from part-time status; 12-month probation period for new employees.

Transit vehicle operators are subject to further drug and alcohol testing throughout their employment. New employees must provide proof of ability to work in the United States per the Immigration Reform and Control Act of 1986.

## **Education**

High school diploma or general education degree (GED)

## **Language Skills**

A transit operator must have:

- the ability to read and interpret documents such as safety rules, operating instructions and procedure manuals
- the ability to write accident and incident reports
- the ability to effectively communicate in English with passengers, employees and supervisors
- ability to communicate effectively over a two-way radio system with other bus/van operators and dispatch

## **Reasoning Ability**

The successful operator will have the ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form is required.

## **Essential Functions of the Position**

The operator must be physically able to perform the duties of the position on an irregular work schedule. Dependable attendance and on-time performance is required. While performing the duties of this job, the employee is regularly required to sit; use hands and fingers; handle or feel; reach with hands and arms; and talk or hear. The employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 25 pounds, and heavier objects in emergencies such as evacuating a vehicle. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Operators must be able to reach vehicle controls, adjust driver's seat, adjust destination signs, operate wheelchair lift and secure tie-down straps on wheelchairs in company vehicles in the proper manner. Must be able to maneuver passengers in wheelchairs on and off vehicles and over curbs and other low objects. Spoken communication via two-way radio is required. Must be able to work independently, as well as use good judgment in emergency situations. This position requires dealing with the public and other employees in a positive manner that generates goodwill for Valley Transit and teamwork among employees.

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.

## **Work Environment**

Work is performed 60% or more inside a vehicle. The operator is exposed to noise, vibration, engine fumes and inclement weather when assisting passengers outside the vehicle. The operator may be required to remain seated behind the steering wheel for up to three hours at a time. Under normal conditions, several three to five-minute breaks can be taken during a shift.

## **Wages and Benefits**

Employees working in this job classification are represented by the Amalgamated Transit Union and are subject to agency shop rules. The salary range for this position is \$22.73 to \$29.50 per hour after successful completion of training. The training wage is \$18.18 per hour.

Valley Transit provides "employee-only" premiums paid at 90% for medical, dental, life and long-term disability through the Public Employees Benefits Board (PEBB). Qualifying dependents may be enrolled at the employee's expense. A \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund. Employer and employee contributions are made to the State of Washington Public Employees Retirement System (PERS). Employees have the option to enroll in the State of Washington Department of Retirement System's deferred Compensation program. Employees also have the option to enroll in additional benefits which include Employee-Paid Long-Term Disability, Employee-Paid Flexible Benefits through American Family

Life Assurance Company (AFLAC) and additional Employee-Paid Life Insurance coverage through MetLife.

Valley Transit Paid Vacation for Extra Board employees accrues at a rate of .046150 per eligible paid hour; the accrual rate increases with continuous employment. All employees are eligible to accrue Washington Paid Sick Leave at a rate of 1 hour for every 40 hours worked, in addition, employees will accrue Valley Transit Paid Sick Leave at a rate of .02115 per eligible paid hour. In addition, Extra Board employees will accrue Holiday Leave at a rate of .023077 per eligible paid hour and Floating Holiday Leave will accrue at a rate of .011538 per eligible paid hour both accrual rates increase with continuous employment.

Valley Transit provides limited reimbursement for the purchase of job-related clothing and supplies depending on the job classification.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

1401 West Rose Street  
Walla Walla, WA 99362



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www.valleytransit.com

## EMPLOYMENT APPLICATION (09-2022)

### INSTRUCTIONS

An incomplete application may disqualify you from further consideration. 'SEE RESUME' will not be accepted

*Valley Transit is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Valley Transit follows the requirements of the "Fair Chance Act", under RCW 49.94. Valley Transit will not inquire about prior arrests and convictions until after determining if an applicant is otherwise qualified for the position for which the applicant applies, except as allowed under RCW 49.94.10.*

### APPLICANT INFORMATION

Position Applied For:		Wage or Salary desired? \$	
Having reviewed the recruitment announcement and the position description, are you able to perform the essential functions of the position for which you are applying, with or without accommodation?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Last Name:	First Name:	M.I.:	
Mailing Address:			
City:	State:	Zip Code:	
Phone:	Email:		
Are you authorized to work in the U.S. on an unrestricted basis? YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you over 18 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever worked for Valley Transit? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide position(s), date(s) of employment, and why you left Valley Transit.			
Are you related to/in a relationship with any current Valley Transit employee that could result in a conflict of supervision if you were subsequently hired? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide name and relationship with employee(s).			
Are you willing and able to work the following hours and/or days (as required by the position for which you are applying)? Check all that apply.	Full-Time <input type="checkbox"/>	Weekends <input type="checkbox"/>	
	Part-Time <input type="checkbox"/>	Holidays <input type="checkbox"/>	
	Overtime <input type="checkbox"/>	Split Shifts <input type="checkbox"/>	
	Evenings <input type="checkbox"/>	Irregular Hours <input type="checkbox"/>	

### EMPLOYMENT REFERRAL SOURCE

How did you learn of this employment opportunity?

### MILITARY SERVICE

Branch:	From: (MM/YY)	To: (MM/YY)	Rank at Discharge:
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### TRAINING/PROFESSIONAL CERTIFICATION

Please list any training (including the number of hours) you have attended and any professional certifications that are relevant to the position for which you are applying.

## EDUCATION

<b>High School:</b>		City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If NO, do you have a GED/equivalent? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>College:</b>		City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES, degree/certification earned: If NO, number of credits earned:	
Other Training/Education:		

## EMPLOYMENT HISTORY

Please provide your chronological work and relevant volunteer history for the previous 10 years (do not use "See Resume").

<b>Current or Most Recent Employer:</b>		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Previous Employer:</b>		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Previous Employer:</b>		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	

<b>Previous Employer:</b>		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Previous Employer:</b>		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>EMPLOYMENT GAPS AND OTHER INFORMATION</b>		
Please explain any gaps of employment and attach additional pages as necessary.		
<b>DISCLAIMER AND SIGNATURE</b>		
<p><i>I certify that the facts set forth in this Employment Application 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 Valley Transit to make an investigation of any of the facts set forth in this application.</i></p> <p><i>I understand that employment at Valley Transit is "at will," which means that either I or Valley Transit 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 Valley Transit, 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.</i></p>		
Signature: _____ <span style="display: block; text-align: right; margin-left: 100px;">signed electronically</span>		Date: _____
<b>ADDITIONAL INFORMATION</b>		
Please note that contact is made PRIMARILY THROUGH EMAIL, so be sure to check your email often, including your "junk" email to prevent you from missing a communication from Valley Transit regarding your application. Your patience during the selection process is appreciated. Thank you for your interest and best wishes.		





## 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 (First, MI, Last):**

**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):**

White/Caucasian

Black/African American

Native Hawaiian/Pacific Islander

Asian

Hispanic/Latino

American Indian/Alaskan Native

Two or more races

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