



## Extra Board Fixed Route/Paratransit Vehicle Operator

**Department:** Operations

**Employee Group:** Represented

**Reports To:** Roads Supervisor

**FLSA Status:** Non-exempt hourly employee

**Hiring Range:** \$25.69 - \$33.25 per hour

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*At Valley Transit our Mission is connecting the Valley by providing safe, efficient, and courteous transportation.*

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### **Position 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.

### **Essential Duties and Responsibilities**

- 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 Mobile Data Terminal 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, and stops
- 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.

### **Knowledge, Skills, and Abilities**

- Ability to read and interpret documents such as safety rules, operating instructions and procedure manuals
- Ability to write accident and incident reports
- 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, supervisors, 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.

### **Qualifications**

- High school diploma or general education degree (GED)
- Possess good public relations skills
- Be highly motivated
- Dependable
- Friendly
- Have work experience where these skills are utilized

### **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 21 days of employment, a Class "B", State of Washington or Oregon Commercial driver's license, with endorsement "P" and with airbrake restriction (K) removed.
- 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 or be currently employed as a part-time transit vehicle operator.
- Transit vehicle operators are subject to further drug and alcohol testing throughout their employment.
- All persons selected for this position must successfully complete or have completed a new operator training program.
- 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.

- New employees must provide proof of ability to work in the United States per the Immigration Reform and Control Act of 1986.

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.

This position will be subject to a 3-month probation period for promotions from part-time status; 12-month probation period for new employees. However, for new employees, at the six (6) month review, an employee may request in writing to end their probation sooner than the full 12-month probationary period. The employer will consider the probationary employee's overall performance utilizing scoring criteria.

### **Working Conditions & 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. While performing the duties of this job, the employee is regularly 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. The employee is regularly required to stand and walk, use hands and fingers; handle or feel; reach with hands and arms; and talk or hear. 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.

### **Benefits**

Employees working in this job classification are represented by the Amalgamated Transit Union and are subject to agency shop rules.

Valley Transit provides "employee-only" fully paid premiums 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; these

premiums are determined annually subject to the Employer Contribution Cap and Employer Pooling Assistance. 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.**