



**SACRAMENTO REGIONAL TRANSIT DISTRICT  
invites applications for the position of:**

## **Paratransit Operator**

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<b>SALARY:</b>	\$17.80 - \$22.64 Hourly
<b>DEPARTMENT:</b>	Paratransit Operations (SacRT GO)
<b>OPENING DATE:</b>	04/01/22
<b>RECRUITMENT TYPE:</b>	Internal/External
<b>DESCRIPTION:</b>	

**DMV PRINTOUT IS REQUIRED AT THE TIME OF APPLICATION**

**As a result of the current COVID-19 State of Emergency, SacRT will accept online DMV printouts until further notice.**

**\*Incentive Bonuses Available!**

**\$1000 - In the first or second pay period after which they possess the required Commercial Driver's License (CDL)**

**\$1000 - At the completion of the probation**

Operates coaches that are designed for wheelchair lifts, seats and other special access. Provide origin to destination transportation for the elderly and persons with disabilities safe and timely transport by inspecting coaches, maintaining designated route schedules, assisting passengers, and completing required reports.

### **EXAMPLES OF DUTIES:**

*This is a general listing of job functions and does not represent a complete listing of the positions responsibilities.*

- Operates assigned Paratransit coaches by following safe, defensive driving practices, and obeying traffic regulations.
- Maintains schedules, collects fares, and operates radio.
- Responsible for safe and proper securing of various forms of assistive devices.
- Performs pre-trip safety inspections, identifies potential safety concerns, and promotes passenger safety awareness.
- Reports coach trouble/malfunctions, traffic problems, road hazards and accidents.
- Assists with 911 emergency situations as directed, assists boarding/exiting passengers. Assists passengers who need special assistance.
- Completes paperwork including, but not limited to, time slips, day card, arrival and departure times, occurrence/incident reports, passenger counts, and log books.
- Follows direction of dispatch, adhere to trip manifest, and use two-way radio in a professional manner.
- Adheres to passenger safety, sensitivity, and confidentiality standards.
- Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS:

### **Education and Experience:**

High School Diploma or equivalent.

Two (2) years of customer service experience that includes providing information and/or assistance directly to the public and/or passenger transportation OR one (1) year previous transit operator experience. Three (3) years of verifiable driving experience with a satisfactory driving record as determined by SacRT.

### **Required Licenses and/or Certificates:**

Must possess a valid Driver's License at the time of application and have a satisfactory driving record as defined by SacRT. Must have the ability to obtain a valid California Class B Driver's permit with Passenger endorsement within 30 calendar days of employment. Training will be provided to assist in preparing the operator to successfully obtain the permit.

*SacRT will reimburse operators hired on or after October 16, 2021 for the DMV fees required to obtain the DMV Commercial Learner's Permit. Reimbursement will be made in the first pay period following the submission of DMV documentation, including the DMV receipt, of obtaining the permit.*

**Candidates must submit a DMV printout at time of application, dated no more than ten (10) days prior to the date you submit your application, in order to be considered. Only DMV printouts issued by the Department of Motor Vehicles are acceptable. As a result of the current COVID-19 State of Emergency, SacRT will accept online DMV printouts until further notice.**

## FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application and **DMV printout, as outlined above, is required for this position.** Applications, job announcements, and copies of the complete job description are available through our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application and DMV printout, as outlined above, must be submitted online. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

**\*Incentive Program effective as of October 16, 2021 training class.**

*As SacRT moves forward with more bus service, the district is now offering new recruitment and retention incentives to hire and keep more highly skilled bus operators.*

*SacRT is offering an Operator Hiring Incentive Program to newly hired operators once they complete two major milestones in the district. The first, an operator will receive \$1000 in the first or second pay period after which they possess the required Commercial Driver's License (CDL) and a second amount of \$1000 at the completion of the probation.*

*Note: For operators who possess the required CDL when they are hired, they will receive the first incentive payment in their second pay period of employment. For those who do not possess the required CDL at time of hire, they will receive the first incentive payment in the first pay period after they successfully test and obtain the required CDL.*

*Recruitment incentive and referral incentive do not apply for re-hire applicants.*

Note: Although there are certain recreational activities now legal in the state of California, if you're not able to pass a pre-employment drug screening, you will not be considered for this position.

**SacRT is an Equal Opportunity Employer. EEO - Minorities/Women/Disabled/Veterans.**

This position falls under the Amalgamated Transit Union.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sacrt.com/Career/>

Position #2022-APR22  
PARATRANSIT OPERATOR  
JK

2810 O Street  
Sacramento, CA 95816  
(916) 556-0298

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### **Paratransit Operator Supplemental Questionnaire**

- \* 1. Please describe your vehicle driving experience. In your response, include any commercial, large vehicle or other transit driving experience you may have. Also, please detail your specific job duties, job title, employer and number of months/years you performed these duties. Please indicate if you have been driving as a licensed driver for at least three years (yes or no), and include the average number of hours you drive per week.
  
- \* 2. Please describe your work experience providing customer service to the public that includes providing information and/or assistance. In your response detail your specific job duties, job title, employer and number of months/years you performed these duties.
  
- \* 3. SacRT operates nearly 24 hours a day, 7 days a week. This job may require you to work early mornings, afternoons, split shifts, nights, weekends and/or holidays. Is this a requirement that you can meet? (yes or no).  
 Yes    No
  
- \* 4. Were you referred to this position by a current Sacramento Regional Transit District employee?  
 Yes    No
  
- 5. If yes, who? First and last name must be listed in order for the employee to receive the referral credit. If provided, please include their employee number (optional). Only one employee will be eligible for the credit.

\* Required Question