Sacramento Regional Transit District

Operations Training Specialist

SALARY	$43.00 - $60.51 Hourly	**LOCATION**	1400 29th Street Sacramento, CA
JOB TYPE	Full Time	**JOB NUMBER**	2027-00138
DEPARTMENT	Bus Operations	**OPENING DATE**	11/10/2026
CLOSING DATE	11/23/2026 11:59 PM Pacific	**RECRUITMENT TYPE**	Internal/External

Description

APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.

The purpose of this position is to conduct training with new and veteran SacRT operators to maximize customer service and the safe and proper operations of fixed route and light rail services in accordance with Federal, State and local laws as well as SacRT policies and procedures. This is done through development of training concepts, instructions materials and facilitated classroom instruction of Federal, State and local laws, rules, and regulations related to obtaining and maintaining a Commercial Driver's License with Airbrake and Passenger endorsements, defensive driving techniques, SacRT standard operating procedures and policies, and accurate record keeping.

Examples of Duties

This is a general listing of job functions and does not represent a complete listing of the position's responsibilities.

Training:

- Develops and implements training, including curriculum, lesson plans, and all training materials and testing; updates instructional procedures and program content as needed; Conducts training for newly hired and veteran bus and light rail operators and other SacRT employees requiring a commercial driver's license;
- Schedules, organizes, and coordinates employee development and training events and programs; coordinates the assembly and production of instructional and educational material;
- Provides training and testing for bus maintenance, light rail maintenance and transportation employees, and supervisors required to obtain and maintain a commercial driver's license;
- Develops and presents ongoing Verification of Transit Training (VTT) for commercially licensed employees who need to maintain VTT status;
- Provides operator post-accident refresher training, annual refresher training, line ride checks, customer service training, and new equipment training;
- Conducts refresher training for operators returning from long term absences or following a preventable accident;
- Provides customized training as requested by transit operating divisions.

Curriculum Design and Development:

- Assists with developing training by designing and developing orientation programs, implementing and monitoring the effectiveness of training, consulting with departments on specialized training, assessing the needs of training for the District, formulating routine training plans and instructional methodologies, selecting basic training aids, examples, manuals, and visual aids, developing training evaluating standards and procedures, and maintaining knowledge on all transit equipment in order to train personnel.

Tracking and Monitoring:

- Maintains complete and accurate documentation on all facets of training and testing for each student as required and mandated by State and Federal law;
- Tracks and reports information by reviewing employee training records for current licenses, certificates, and renewals, maintaining records of mandatory training, maintaining up to date training files on all safety sensitive personnel, checking all files for up to date medical, and commercial driver's license certificates, maintaining motor vehicle notices, keeping records of employees who receive defensive driving class and DOT drugs/alcohol class for new operators, and advising employees as needed for training purposes.

Measure/Monitor Employee Success:

- Conducts follow-up checks on existing operators and supervisors to assess the maintenance of all state and federal laws, rules, and regulations, defensive driving techniques, district standard operating procedures and policies, and

accurate record keeping. Determine if additional remedial training is required;
- Monitors progress of trainees and provides periodic counseling and progress evaluation;
- Acts as CA DMV designated examiner in the testing and certification of bus operators ensure commercial vehicle license testing of new operators;
- Performs ride checks during new operator probation period and in-service checks for veteran operators experiencing problems with routes, running time, or passengers;
- Evaluates and recommends termination of trainees during training or probationary period;
- Evaluates new equipment and changes in existing equipment and incorporates it into training curriculum.

Training Administration:
- Prepares documents and correspondence by researching and compiling training information, preparing reports, creating routine reports, documents, and correspondence, reviewing vehicle pull notices, analyzing and assessing training needs, and informing department heads on status of employees. May participate in special projects related to transit operations;
- Representing the District, observing and analyzing work practices, acting as a liaison between trainees and management, promoting safe practices and safety campaigns, and coordinating with staff and other departments on bus operation training requirements, programs, schedules.

Minimum Qualifications

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Education, Business Administration, Adult Education/Training or other closely related field.

Experience: A minimum of two years' experience facilitating education programs, computer-based training and/or employee development programs. Developing curriculum is highly desirable. **PLUS either**: 5 years as a bus operator in a Type 1 vehicle with air brakes; or 2 years as a bus operator in a Type 1 vehicle with air brakes **AND** 1 year as a State of CA authorized delegated behind the wheel trainer of the appropriate class.

Licenses and Certifications: Must be able to obtain and maintain the minimum required certification to be an instructor in the State of California for transit bus training as well as the TSI Instructors Course for Transit Trainers and VTT certificate.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

Filing Instructions/Supplemental Information

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. 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 proof of education, as outlined above, is required for this position. Applications, job announcements, and the complete job description are available at our website at www.sacrt.com.

Completed employment application and proof of education, as outlined above, must be submitted online. This position will remain open until Monday, November 23, 2026 11:59pm. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates as applications are reviewed. 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.

Note: Although the use of certain controlled substances is now legal in California for both recreational and/or medicinal purposes, if you are not able to pass a pre-employment drug screening, you will not be considered for this position.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity EOE Employer - EOE

This position falls under the AFSCME, Local 146 Collective Bargaining Agreement.

Employer

Sacramento Regional Transit District

Address

1400 29th Street

Sacramento, California, 95816

Phone
9165560298

Website
http://www.sacrt.com/

Operations Training Specialist Supplemental Questionnaire

*QUESTION 1

Please describe, in detail, your experience, direct role, tasks you performed, and type of curriculum you utilized with the following. In your description, include the employer(s) and number of years/months you performed the duties. a. education programs experience b. computer-based training experience c. employee development program experience

*QUESTION 2

Please identify the number of years of experience you have as a transit/paratransit bus operator in a Type 1 vehicle with airbrakes. In your description, include the employer(s) and number of years/months you performed the duties.

*QUESTION 3

Please identify the number of years of experience you have as a State of CA authorized delegated behind the wheel trainer. In your description, include the employer(s) and number of years/months you performed the duties.

*QUESTION 4

Do you possess valid certifications for Transit Safety Institute Transit Trainer Certificate?

- ◯ Yes
- ◯ No

*QUESTION 5

Do you possess valid certifications for Verification of Transit Training (VTT) Certification?

- ◯ Yes
- ◯ No

*QUESTION 6

Do you possess valid certifications for DMV Certificate to conduct Employer Program Skills Testing and Drivers' Tests?

- ◯ Yes
- ◯ No

* Required Question