

**PART-TIME BUS OPERATOR**

**APPLICATION PACKET**

**Application Accepted Until Position is Filled**

**Application Delivered in a Sealed Envelope, Mailed, or Emailed**

**TO:**

**Ruth E. Linoz**

**Executive Director**

**1450 Birch Avenue**

**Cottage Grove, Or 97424**

Email:  rlinoz@southlanetransit.com

*FAXED APPLICATIONS WILL* ***NOT*** *BE ACCEPTED*

EQUAL OPPORTUNITY EMPLOYER



**INSTRUCTIONS**

1. In order to apply please submit a completed PART-TIME BUS OPERATOR Application with the following:

* Employment Application
* Signed Supplemental #1
* Signed Records Request for Driving Record form
* References – one professional, one personal

2. Deliver, Mail or Email the completed Application Packet to the following address:

**Ruth E. Linoz**

**Executive Director**

**1450 Birch Avenue**

**Cottage Grove, OR 97424**

**OR:**

Email application to: [rlinoz@southlanetransit.com](rlinoz%40southlanetransit.com)

*Faxed application will* ***not*** *be accepted.*

**Attachments:**

* Part-Time Bus Operator Job Description
* Employment Application
* Supplemental #1
* Motor Vehicle Record

**Questions? Contact Ruth Linoz at 541-942-0456 x3 or email at the above address.**

**EQUAL OPPORTUNITY EMPLOYER.** South Lane Wheels (SLW) is an equal opportunity employer. It is the policy of SLW to seek and employ the best qualified personnel and to provide equal opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, national origin, ancestry, disability, on-the-job injuries, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.

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**Position Title:**  Part-time Bus Operator

**Position Reports To:** Operations Supervisor (Executive Director if no OS)

**Time Commitment:** Flexible (up to 32 hours per week)

**Position Summary for Bus Operator at South Lane Wheels (SLW):**

The bus operator is the heart and soul of the public transportation program: helping all riders live independent, quality lives by providing them access to necessary community services. This position performs a safety-sensitive role while operating agency vehicles to provide transportation for individuals who have difficulty accessing regular public transportation and members of the public.

**No set workdays or hours will be guaranteed yet there is potential for more hours when available.**

**Primary Duties and Responsibilities**

 **Operate Vehicle/Transportation of Passengers:**

* Completes vehicle pre-trip and post-trip inspections utilizing methods designated by federal laws and state Department of Transportation (DOT) regulations and guidelines.
* Prepares vehicle inspection reports and advises dispatcher of immediate repairs or irregularities needing attention.
* Operates a 4 to 16 passenger regular transit or shuttle bus on various work assignments providing service to persons with disabilities, the elderly and public.
* Assists riders, as needed, with boarding or disembarking busses including miscellaneous articles as needed.
* Fuels vehicles and performs light mechanical adjustments as needed
* Responsible for the interior and exterior cleanliness of vehicles including performing duties in inclement weather.
* Utilizes bus lift to board riders with a variety of wheeled mobility devices, properly secure riders, and wheeled mobility devices.

** Performance Requirements:**

* Able to accurately operate technology tools required to perform the service and communicate with staff and riders.
* Complete, prepare and submit required paperwork accurately as scheduled or required.
* Learn and apply SLW policies and procedures while performing assignments.
* Learn and apply business ethics and HIPAA guidelines to protect privacy and help prevent fraud.
* Must utilize universal precautions when handling blood, urine, feces, vomit, and other potentially infectious materials to prevent disease transmission.
* Arrive on time for work assignment.
* Must remain calm and focused following an incident involving a passenger and/or the vehicle including directing evacuation of the bus, if needed; responsible for passenger safety and security following a bus evacuation; responsible for mitigating passenger injury; responsible for vehicle safety and security following an incident; complete required paperwork.
* Collect fares; sell ticket books and passes; responsible for monies collected
* Keep uniform and personal appearance neat and clean.
* SLW identification must always be visible.
* Assist supervisor with problem solving by documenting complaints; makes recommendations for policy or procedural changes.

** Customer Relations**

* Promote good rider relations by providing positive treatment of riders
* Greet riders in a tactful and courteous manner.
* Assist with seating, questions, directions, and other service-related matters
* Assure passenger comfort, safety, and security.
* Be professional and courteous to others while on the job.

**Driving Requirements**

 Valid Class C license or higher

 Perspective applicant must pass these requirements:

* pre-employment drug test
* criminal background check
* DMV driver’s history checks
* proof of auto insurance, and all other applicable approval procedures

 Willing to participate in random and required FTA DOT drug & alcohol tests

 Participate in required trainings and meetings

 Agree to have vehicle inspection and driving ability assessments

 Become skilled at driving in a variety of locations, road conditions, time of day, and weather

 Drive under all conditions of weather, roadways, and traffic while successfully managing passenger’s route and schedule requirements.

 Learn and practice safety and security rules and procedures required in the transportation of person with a disability, youth, and elderly

 Learn efficient routes, schedules, streets, and locations within the SLW service area

**Physical and Performance Requirements**

 Must be able to meet physical requirements of the job with reasonable accommodations:

* read instructions, hear radio/cellphone messages, write on forms, press buttons, drive with precision, handle high-level dexterity maneuvers, and complex personal interactions
* successfully manage multiple tasks while making quick, appropriate decisions according to changing priorities
* able to read and interpret maps, road signs and driving directions
* perform vehicle engine and interior/exterior feature checks independently
* able to hear and speak effectively to use a 2-way communication system
* able to change position quickly between sitting, standing, pushing, kneeling, squatting, and walking throughout a 4-10-hour workday
* push, pull or maneuver carts, strollers, wheeled mobility devices that may be approximately 600 pounds (rider in a wheeled mobility device)
* able to perform repetitive bending, reaching, and lifting motions while assisting riders and miscellaneous articles on and off vehicles
* Remain flexible in handling assignment changes
* Relate effectively with people of varied age, physical condition, cultural and socio-economic backgrounds, using tact, diplomacy, and courtesy

**Driving History/Record Requirements**

 Clean driving record

 Keep required license up to date

**Preferred Qualifications**

* Two years driving vehicles equivalent to 14-16 passenger vehicles (motorhome, truck)
* Live within 10-15 miles of Cottage Grove
* Experienced with current technology and open to learning new devices
* Available for work assignment with usually one day’s notice
* Knowledge of the geographic area
* Ability to speak other languages in addition to English
* Dependable to report to work as scheduled, seldom absent, and conscientious

**Pay Range and Benefits**

* Starting pay is $15.00 per hour
* Eligible for pay raises and benefits according to part-time regular employee’s information listed in SLW Employee Handbook for sick leave, paid vacation, holidays, over-time and time off.