



BUS OPERATOR

APPLICATION PACKET

Application Accepted Until Position is Filled

EQUAL OPPORTUNITY EMPLOYER

INSTRUCTIONS

Job Application Packet includes these materials:

- ❖ Bus Operator Job Description
- ❖ Employment Application
- ❖ Supplemental #1

To Apply, Complete and Submit the BUS OPERATOR Application packet that includes the following documents:

- ❖ **SLW BUS OPERATOR EMPLOYMENT APPLICATION**
(signature & date)
- ❖ Initialed & Signed Supplement #1 Applicants Statement
- ❖ Signed Request for Check of Driving Record form.
- ❖ References are optional.

To Submit packet, Deliver or Mail the completed Application Packet to the following address:

**South Lane Wheels
Assistant Director Gary Manly
1450 Birch Avenue
Cottage Grove, OR 97424**

Attach application documents and Email to: Gmanly@SouthLaneTransit.com

No faxed applications will be accepted.

Questions? Contact Gary Manly at 541-942-0456 x4 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.



BUS OPERATOR JOB DESCRIPTION

Position Title: Bus Operator
Position Reports To: Operations Supervisor (Assistant Director or Executive Director if no OS)
Time Commitment: Flexible (Full-time 32-40 hours per week, Part-time 15-25 Hours per week)

Position Summary for 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:**
 - Completes vehicle pre-trip and post-trip inspections utilizing methods designated by federal laws and state Department of Transportation (DOT) regulations and guidelines.
 - Completes vehicle inspection reports and advises Maintenance Manager 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 the public.
 - Assists riders, as needed, with boarding or disembarking busses including carrying miscellaneous articles as needed.
 - Fuels vehicle at the end of the shift.
 - Responsible for the cleanliness of vehicles including performing duties in inclement weather.
 - Utilizes bus lift to board riders with a variety of wheeled mobility devices, carts and properly secure riders and wheeled mobility devices.
- **Performance Requirements:**
 - Able to accurately operate technology tools required to perform the service and to communicate with staff and riders.
 - Prepare, complete 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 to 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 as directed by a Supervisor.
 - Know and communicate to riders the proper fare for the service.
 - Collect fares; sell ticket books and passes; responsible for all monies collected until the completion of fare validation with the Dispatcher.
 - Keep personal appearance neat and clean.
 - SLW identification must always be visible.
- **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
- Pass these requirements:
 - pre-employment drug test
 - criminal background check
 - DMV driver's history checks
 - All other applicable approval procedures
- Required to participate in random FTA DOT drug & alcohol tests.
- Participate in all 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, manage 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 using 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

- Two years driving vehicles equivalent to 14-16 passenger vehicles (motorhome, truck)
- Clean driving record
- Keep required license up to date.

Preferred Qualifications

- Live within 10-15 miles of Cottage Grove
- Experienced with current technology and open to mastering new devices and technology.
- Available for work assignment with usually one day's notice.
- Knowledge of the service geographic area.
- Ability to speak other languages in addition to English.
- Dependable to report to work as scheduled, seldom absent, and conscientious.
- CDL License preferred, but not required.

Pay Range and Benefits

- Starting pay is \$16.32hr.
- Eligible for pay raises and benefits according to full-time or part-time regular employee's information listed in SLW Employee Handbook for sick leave, paid vacation, holidays, over-time and time off.

SLW BUS OPERATOR EMPLOYMENT APPLICATION

Last Name **First Name** **Initial** **Date of Application / Date Available**

Street Address **City** **Residence Telephone** **Alternative Telephone**

Are you 18 years of age or older? **Yes** **Are you authorized to accept employment in the United States? (Successful applicants will be required to prove identity and eligibility for employment)** **Yes** **No**
 No

RELATIVES/FRIENDS: Qualified relatives/friends are eligible for employment except in unusual situations where we need to avoid conflicts of interest. Do you have any relatives/friends who currently work for South Lane Wheels? **Yes** **No**

If yes, state name(s): _____

QUALIFICATIONS: Please list any education, training and/or specialized experience (such as schools; colleges; degrees; licenses; vocational, technical or military experience; hobbies, etc.) you feel would help you perform the work for which you are applying:

DEGREES, LICENSES, RELEVANT EDUCATION OR TRAINING **WHERE DID YOU ACQUIRE IT**

High School _____

College or Vocational _____

DID YOU EVER TEST POSITIVE ON A DRUG OR ALCOHOL TEST **YES** **NO**

If yes, give details: _____

Last Name _____

DRIVING POSITIONS: Have you ever been convicted, pled guilty, no contest or forfeited bond or bail for any traffic violation in the past three years? Yes No

If yes, give details: _____

CPR CARD: Yes No **FIRST AID CARD** Yes No

CDL : Yes No **If yes, what endorsement?** _____

IN CASE OF EMERGENCY NOTIFY: **NAME** _____

_____ **TELEPHONE NUMBER** _____

EMPLOYMENT EXPERIENCE: Please account for all periods of employment, by month/year, including any self-employment and U.S. military service for the last 7 years. Start with your latest employment. Do not write "See Resume."

Present or Last Employer	Phone	Address	
Supervisor	Hire Date	Date Left	Reason for Leaving
Job Title/Job Duties			

Present or Last Employer	Phone	Address	
Supervisor	Hire Date	Date Left	Reason for Leaving
Job Title/Job Duties			

Last Name _____

Present or Last Employer	Phone	Address	
Supervisor	Hire Date	Date Left	Reason for Leaving
Job Title/Job Duties			

Present or Last Employer	Phone	Address	
Supervisor	Hire Date	Date Left	Reason for Leaving
Job Title/Job Duties			

For additional employment list on separate paper and attach to the application. Please put your last name on the top of each page.

CERTIFICATION

I certify the above information to be TRUE and COMPLETE.

Signature _____ Date: _____



Last Name: _____

Supplement #1 APPLICANT’S STATEMENT (Verification & Signature):

Please indicate that you have read and that you understand each paragraph of the Applicant’s Statement by placing your initials on each line beside each paragraph.

____ I certify that this application was completed by me and it, as well as all other information provided during the application process is TRUE and COMPLETE to the best of my knowledge. In the event of placement, I understand that false, misleading or omitted information in the application process may result in discharge.

____ I authorize investigation of all statements contained in this application as may be necessary in arriving at a placement decision and release from liability all persons providing information about me as part of the investigation.

____ I understand that due to the nature of the job, as a condition of employment; a criminal background check will be conducted.

____ I understand and agree that nothing contained in this application or conveyed during the interview is intended to create a placement contract. I further understand and agree that if I am hired, my placement will be at will and without a fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either South Lane Wheels (SLW) or myself. No promises regarding employment or placement have been made to me, and I understand that no such promise or guarantee is binding upon SLW unless made in writing by an authorized individual.

____ I understand, that according to federal law, all individuals who are hired must, as a condition of placement produce certain documentation to verify their identity and United States citizen status, or their legal authorization to work in the United States.

____ I understand that as a condition of placement my name will be checked against names on the federal “Excluded Parties Listing System” to ensure that I have not been debarred, suspended, ineligible, or voluntarily excluded from participating in federally funded transactions.

____ I understand that I will be required to pass a pre-placement drug screening test before starting work, and if I am hired, a condition of my placement will be that I abide by the SLW Drug and Alcohol Policy.

____ I understand that filling out this form does not obligate SLW to hire. If hired, I agree to abide by all SLW work rules, policies and procedures.

Signature _____ Date _____

COMMERCIAL MVR REQUEST FORM:

COMPANY NAME OR EMPLOYER:

South Lane Wheels, Inc.

EMPLOYER'S ADDRESS:

1450 Birch Avenue, Cottage Grove, OR 97424

Name of Job Applicant/Employee: _____

Address: _____

Date of Birth: _____

Driver's License Number: _____

Consumer reports may be obtained as a part of _____'s

evaluation of my job application/employment. The reports may be procured by Anchor Insurance & Surety, Inc. and/or Insurance Carriers that they represent and may include my driving record, an assessment of my insurability under the company's insurance coverages, or other consumer reports. By signing this disclosure, I hereby authorize the company to procure such reports and additional reports about me from time to time throughout the length of my employment, as it deems appropriate, to evaluate my insurability.

Dated: _____

Signed: _____

(Applicant/Employee)

Fax request to Anchor Insurance & Surety, Inc. at 541-344-5731 or e-mail request to lstewart@anchorias.com to order MVR.