



EMPLOYMENT OPPORTUNITY

**OPEN
RECRUITMENT**
April 23, 2019

BUS OPERATOR
\$15.67 - \$29.92 per hour
\$21.50 per hour after 6 months

**Accepting
Applications through**
May 23, 2019

JOB SUMMARY

Under supervision, operates transit buses in revenue service; collects passenger fares; provides information to passengers; aids passengers in boarding or departing; operates mobile radio; operates buses, vans and other vehicles not in revenue service; and performs other related duties as required.

EXAMPLES OF DUTIES:

Operates transit buses and related equipment including passenger lifts. Transports passengers. Collects fare and operate ticket and pass validation equipment. Performs ridership surveys. Reports bench, sign and shelter problems. Operates mobile radio unit. Coordinates passenger transfers and reports operations delays. Prepares accident and incident reports and maintains simple records. Make recommendations for safety and route improvements. Complies with District safe driving program. May perform office, dispatch and revenue collection duties and may utilize District computer hardware and software when assigned. Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of: Safe driving practices. Basic skill in time calculations and map reading.

Ability to: Safely operate all METRO buses. Perform simple math calculations. Deal courteously and effectively with the public. Understand the problems of the elderly and handicapped and deal with them in a tactful manner. Handle difficult and emergency situations calmly. Read English and speak and write English clearly. Operate mobile radio unit. **Willingness and ability to work unusual hours including nights, weekends, and holidays.**

Special Requirements

Possession of a current motor vehicle license and the ability to obtain a California Class B driver's permit prior to appointment. **(We train you to drive and get your special license.)** Driving record at date of hire must be consistent with SCMTD's standards for this position. Good attendance record in previous employment. Safe driving record. Must pass requisite background check.

EMPLOYMENT STANDARDS:

Motor vehicle violations within the last ten years that may disqualify an applicant include, but are not limited to: convictions involving drugs or alcohol, hit and run, or reckless driving. Motor vehicle violations within the last five years that may disqualify an applicant include, but are not limited to: more than one moving violation, more than one vehicle accident in which the applicant was found most at fault, and more than one vehicle license suspension. Fingerprints will be taken and criminal histories verified. A drug test will be administered as required by the Federal Transit Administration including random drug and alcohol testing after employment. This position is Safety Sensitive and is subject to Santa Cruz METRO's Drug & Alcohol testing as required by FTA CFR 49.

APPLICATION PROCEDURE:

All required application forms may be downloaded from the Web site: <http://www.scmttd.com>.

Application packets may also be obtained at 110 Vernon St., Santa Cruz, CA 95060. Applications must be submitted to Human Resources office by 4:00PM on the closing date. **An original and current "K-4" driving record from DMV (dated no more than 30 days) must be submitted with the completed Santa Cruz METRO application form or the application will be rejected.** Equivalent driving records within the last ten years from out of state must also be obtained and submitted. For questions please call (831) 420-2543 or (831)420-2542. Santa Cruz METRO is an AA/EOE.

The following forms are required for this position: Application & Equal Opportunity Questionnaire
K4 Report Notification & Release
Current K4 DMV printout (Original)

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