

October 21, 2022

TITLE: Transit Instructor

EMPLOYMENT TYPE: Non-Exempt – Safety Sensitive Position/ IBT3

DIVISION: Bus (Operations Training)

APPLICATION DEADLINE: **Sunday, November 13, 2022**

PAY RANGE: \$39.36 - \$52.47 per hour (in accordance with CBA)

WORK LOCATION: South San Francisco

Work Schedule: Must be available Weekdays, Weekends, Swing, or Floater

JOB SUMMARY: The Transit Instructor reports to the Manager, Transit Operations Training, and is responsible for providing in-classroom and behind-the-wheel instruction to bus operator trainees and maintenance employees; provides District employees with defensive driving and post-accident training for the SamTrans.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Conduct in-classroom and behind-the-wheel training to ensure safe operation of all District vehicles.
- Assist with the development of lesson plans and conduct training.
- Evaluate and document bus operator trainees during SamTrans' 10-week Bus Operator Training Program.

EXAMPLES OF DUTIES:

- Monitor bus operator trainees' performance using written weekly reports and training records.
- Conduct training on District rules, terms and conditions of collective bargaining unit, standard operating procedures, policies, accident reporting requirements, pre- and post-trip inspections, radio operation, fare collection, passenger interaction, cumulative trauma, and emergency procedures.
- Conduct the California Commercial Class B driver's license examination for air brake and passenger endorsement.
- Conduct National Safety Council defensive driving courses.
- Develop post-accident retraining program.
- Support the District's Emergency Preparedness activities.
- Perform all job duties and responsibilities in a safe manner to protect yourself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the supervision of the Manager, Transit Operations Training, who establishes goals and objectives and evaluates performance.

MINIMUM QUALIFICATIONS: Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- High school diploma/GED equivalent.
- Three (3) years of bus operator experience.
- A minimum of one (1) year of experience as a Bus Operator Trainer or Instructor.

PREFERRED QUALIFICATIONS:

- Possession of and ability to maintain certification with the Transportation Safety Institute, or a California Department of Education School Bus Certificate, and California DMV Employer Testing Program as a Certified Road Test Examiner.
- Ability to obtain and maintain Red Cross First Aid/CPR/AED certification, as well as certification in SamTrans' Hazardous Materials First Responder program.
- Ability to obtain and maintain a valid commercial Class B-P driver license, medical card, and verification of transit training certificate with a safe driving record.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- Must have effective oral and written communication skills

SELECTION PROCESS: The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process. (This is a safety sensitive position and is subject to medical, drug/alcohol, DMV, and a background investigation).

CURRENT EMPLOYEE BENEFITS:

For further Benefits details please go to: <https://www.samtrans.com/about-samtrans/jobs>

Holidays:	Seven paid holidays, plus up to five floating holidays per year
Time Off:	Paid Time Off: 21 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none">○ Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation○ New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the <https://www.samtrans.com/about-samtrans/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 p.m. on Sunday, November 13, 2022. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.