

# **JOB OPENING ANNOUNCEMENT**

Apply On-line at <https://www.samtrans.com/jobs>

Employment Hotline 650-508-6308

**October 6, 2023**

**TITLE:** Transit Instructor  
**EMPLOYMENT TYPE:** Non - Exempt (Safety-Sensitive Position/IBT3)  
**DIVISION:** Bus (Operations Training)  
**APPLICATION DEADLINE:** **Sunday, October 29, 2023**  
**PAY RANGE:** **\$40.74 - \$54.31 per hour (In Accordance with CBA)**  
**WORK LOCATION:** South San Francisco/ Daly City/ San Carlos  
**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.

**EXAMPLE 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 one's self, 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 general supervision of the Manager, Transit Operations Training, who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. 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.
- Possession of a safe driving record with a valid California Class “B” commercial license or permit with airbrakes and passenger endorsement.

### **PREFERRED QUALIFICATIONS**

- Possession of Instructor’s Course for Transit Trainers Certification with the Transportation Safety Institute (TSI).
- Certified Road Test Examiner from California DMV Employer Testing Program.
- Ability to obtain and maintain Red Cross First Aid/CPR/AED certification, as well as certification in SamTrans’ Hazardous Materials First Responder program.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Must have effective oral and written communication skills.

### **SELECTION PROCESS:**

The process may include a written and skills test assessments or supplemental questions and will require a panel interview. 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. As a part of the pre-employment process, you are required to successfully complete a medical, drug/alcohol, DMV, and a background investigation.

### **CURRENT EMPLOYMENT BENEFITS:**

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

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plan:	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"> <li>○ Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li> <li>○ New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li> </ul>

### **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 pm on Sunday, October 29, 2023. A resume will not be accepted in lieu of the application and supplemental questionnaire (If required). 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 or email written request to [recruitment@samtrans.com](mailto:recruitment@samtrans.com).
- 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.