

**September 18, 2017**

## **RECRUITMENT ANNOUNCEMENT TRANSIT OPERATOR**

**Starting Wage Rate:**  
**\$20.71 per hour**

**CLOSING DATE:**  
**October 31, 2017**

### **POSITION SUMMARY:**

Cherriots is establishing a hiring list for operators for the fixed route passenger bus service.

### **ESSENTIAL JOB FUNCTIONS:**

Perform pre-trip inspections of passenger buses and make necessary adjustments or corrections prior to moving buses.

Operate passenger buses in accordance with designated routes and schedules, District established safety standards and traffic laws of the State of Oregon.

Collect and process fares and issue day passes.

Provide passengers and general public with information regarding District's transit system in a courteous and professional manner.

Provide assistance with boarding and disembarking for those passengers with disabilities who need assistance.

Communicate immediately by bus radio all emergency conditions, accidents or unusual incidents in an accurate manner.

Assume control of the scene of a security incident or accident until the arrival of emergency personnel and/or Operations Supervisor.

Complete required reports and forms accurately, thoroughly and in a timely manner.

Act as a positive representative of the District.

Interact with the general public using courtesy, tact and good judgment.

Work cooperatively with others, be respectful of co-workers, and promote teamwork.

Report to work on time and on a regular, predictable basis.

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

Working knowledge of customer service techniques.

Ability to communicate both orally and in writing, with other employees and the general public at the level necessary to satisfactorily perform the duties of the position.

Ability to safely operate any assigned transit bus or other assigned vehicle on a designated route while maintaining an accurate time schedule.

Ability to meet the Federal Motor Carrier Safety Regulations physical qualifications for commercial drivers and ability to perform the physical functions of the position. For detailed information, request a copy of the Job Analysis and Federal Motor Carrier Safety Administration Physical Qualification of Drivers from the Administration office.

Ability to obtain and maintain a valid Oregon Class B Commercial Driver's License with necessary endorsements as prescribed by law. (Must obtain a valid Oregon Class B Driver's Permit along with passenger and air brake endorsements prior to date of hire and obtain a valid Oregon Class B Commercial Driver's License within three (3) weeks after date of hire.)

All licensing fees and passing required licensing and endorsement examinations are the total responsibility of the applicant.

A person who has a commercial driver's license issued by another state must obtain an Oregon Class B Commercial Driver's License within 30 days of being domiciled in Oregon or within three (3) weeks of hire, whichever comes first.

Ability to work varying work schedules. District operates service Monday through Friday from early morning to late evening hours. Work schedules are bid quarterly on the basis of seniority.

**SPECIAL REQUIREMENTS:**

Five year driving record that demonstrates adherence to safety in the operation of motor vehicles and adherence to traffic laws and regulations.

No criminal convictions which may, in the sole judgment of the District, render the applicant unsuitable or unfit for employment in a position which is responsible for providing transit to the public.

Safety Sensitive form, which is located on our jobs page on our website or contact the Administration office for a copy.

**REQUIRED EDUCATION AND EXPERIENCE:**

High school diploma or GED and one year of successful experience working with the general public.

**OR**

Any satisfactory equivalent combination of related experience and training which provides the above required knowledge, abilities, skills, and other special requirements listed above.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES ASSIGNED TO THIS JOB CLASSIFICATION. THIS DESCRIPTION DOES NOT INCLUDE OTHER OCCASIONAL WORK WHICH MAY BE ASSIGNED WHICH WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION

To apply:

Please submit an official application, five year driving record, and safety sensitive form. You may obtain an application form and safety sensitive form:

- ❖ On-Line: You may download application materials in Microsoft Word format (.doc) from our website under the “about us” tab. Refer to specific current job opportunity of interest for application materials. Website: [www.cherriots.org](http://www.cherriots.org)
- ❖ In Person: You may pick-up application materials from our Human Resources Division located at 555 Court St NE Suite 5230 Salem, Oregon. Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling our Human Resources Division at 503-588-2424. Application materials will be sent via U.S. Mail. Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. Mail. Our mailing address is Salem Area Mass Transit District, Human Resources Department, 555 Court ST NE Suite 5230 Salem, OR 97301

Mail or deliver to: Salem Area Mass Transit District  
Human Resources Department  
555 Court ST NE Suite 5230  
Salem, OR 97301

Or email to: [Recruitment@cherriots.org](mailto:Recruitment@cherriots.org)

**Faxes or resumes in lieu of original official District application form not accepted. Applications may be submitted in person or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail**

**AN EQUAL OPPORTUNITY EMPLOYER**

**NOTE: Under the provisions of the Immigration Reform and Control Act of 1986, Salem Area Mass Transit District will require any person hired or rehired to provide evidence of identity and eligibility for employment.**