



63 4 Corners Road, Port Townsend, WA 98368

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December 31, 2020

Dear Applicant:

Thank you for your interest in the Transit Operator position. Enclosed is an Application Packet, which includes a complete job description and the application materials to be completed and returned. Recruitment is open until position(s) are filled. Resumes, letters of reference, and proof of special training & qualifications may be included but **will not** be acceptable substitutes for required materials listed below. Incomplete applications will be rejected. The following is required to be considered a complete application:

- Completed & signed Jefferson Transit application
- Completed Jefferson Transit Supplemental Questionnaire
- Signed Notice to Applicants
- Optional: Affirmative Action Questionnaire for Applicants

The first step is an evaluation of your qualifications. If qualified to advance in the recruitment/selection process, you will be scheduled for three tests taking approximately 3 hours to complete. If you are scheduled for this testing, **you must obtain a current (printed within the last 30 days) Employment Record of your driving record**, on the day you report for testing. To obtain an employment driving record, which is available from any Driver Licensing Office for a fee, or online:

<http://www.dol.wa.gov/driverslicense/requestyourrecord.html>

Jefferson Transit is a great place to work with a generous benefits packet. Starting wage is \$23.82 per hour. **Apply by 5 pm on Friday, Jan. 22, 2021.** If you would like to know about employment at Jefferson Transit, please feel free to contact me. We're looking forward to reviewing your application!

Sincerely,

*Deb Palmer*

Human Resources  
[dpalmer@jeffersontransit.com](mailto:dpalmer@jeffersontransit.com)  
360.385.3020 Ext. #119

**Customer Service (360) 385-4777**

**Administrative Offices (360) 385-3020**

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[www.JeffersonTransit.com](http://www.JeffersonTransit.com)

# APPLICATION OF EMPLOYMENT

Jefferson Transit Authority  
63 4 Corners Road  
Port Townsend, WA 98368  
(360) 385-3020 Ext. 119



## Jefferson Transit is an Equal Employment Opportunity Employer

It is the policy of Jefferson Transit to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

The policy is available upon request or on Jefferson Transit's the web site.

Jefferson Transit is committed to providing access and reasonable accommodation in its services, programs, activities, and employment for individuals with disabilities. To request disability accommodation in the hiring process, contact us at least ten days in advance.

Contact: Deb Palmer, EEO Officer for accommodation, information or copy of the policy.

**Note:** Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: \_\_\_\_\_

### PERSONAL INFORMATION

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Current Address: \_\_\_\_\_

Street and Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Address (if different from above):

Street and Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Do you have a Commercial Driver's License (CDL)?

Yes  No

If you answered yes, please list your endorsements: \_\_\_\_\_

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

Yes  No

If applicable, please list your visa type, visa number and expiration: \_\_\_\_\_

Have you ever served in the U.S. Military?  Yes  No

If yes, please provide the following information:

Branch of Service: \_\_\_\_\_ Rank at time of separation: \_\_\_\_\_

I served from \_\_\_\_\_ to \_\_\_\_\_

Special Honors: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

**You must report all previous employment for the past ten years**

**Present or Most Recent Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact?  Yes  No

Supervisory Responsibility?  Yes  No If yes, the number of employees supervised: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Name Title

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact?  Yes  No

Supervisory Responsibility?  Yes  No If yes, the number of employees supervised: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Name Title

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact?  Yes  No

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Name Title

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**You must report all previous employment for the past ten years**

Attach additional sheets if needed.

**EMPLOYMENT HISTORY-continued:**

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Your Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact?  Yes  No  
Supervisory Responsibility?  Yes  No If yes, the number of employees supervised: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name Title  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Your Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact?  Yes  No  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name Title  
Supervisory Responsibility?  Yes  No If yes, the number of employees supervised: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**You must report all previous employment for the past ten years**

Attach additional sheets if needed.

**EDUCATION**

**High School**

\_\_\_\_\_  
Name and Location

Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.

If you did not graduate, did you receive your GED?  Yes  No

Special honors or awards: \_\_\_\_\_

**EDUCATION-continued:**

*Technical or Vocational School*

Name and Location \_\_\_\_\_

Did you graduate?  Yes  No

Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree or Certification: \_\_\_\_\_ Specialty: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

*College or University*

Name and Location \_\_\_\_\_

Did you graduate?  Yes  No

Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

*College or University*

Name and Location \_\_\_\_\_

Did you graduate?  Yes  No

Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

**POSITION INFORMATION:**

*Position Specifications*

What hours are you willing to work? \_\_\_\_\_

Would you be able to work weekends?  Yes  No

Are you willing to travel for the job?  Yes  No

When would you would you be able to start? \_\_\_\_\_

Desired salary: \_\_\_\_\_ per \_\_\_\_\_

**Skills**

Please describe any skills you have in the following areas:

Computer:

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Languages Spoken (other than English):

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Other:

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I hereby certify that my answers and assertions set forth in this application and supplemental questions are true and complete to the best of my knowledge. I understand that any misrepresentation or material omission of fact on this or any other document required by Jefferson Transit on this application may constitute grounds for rejection, or if employed by Jefferson Transit, for disciplinary measure, including dismissal.

I hereby authorize Jefferson Transit to investigate any aspect of my prior educational and employment history and criminal record.

Furthermore I understand that if I am hired, employment with Jefferson Transit is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law. (Non-represented positions only.)

I also acknowledge that if the position which I am applying includes duties requiring a valid driver's license with a good record. I will be asked to provide a record, at my expense, if my application is advanced in the review and screening process.

I also acknowledge that Jefferson Transit is a Drug Free workplace and that any offer of employment is contingent upon submitting to a pre-employment drug and alcohol test. In addition, if the job I am applying for is safety sensitive, I acknowledge that I may be selected for random drug and alcohol testing in accordance with all applicable FTA regulations.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Jefferson Transit complies with the Employee Polygraph Protection Act.**

An employee or prospective employee must be given a written notice explaining the employee's or prospective employee's rights and the limitations imposed, such as prohibited areas of questioning and restriction on the use of test results. Among other rights, an employee or prospective employee may refuse to take a test, terminate a test at any time, or decline to take a test if he/she suffers from a medical condition. The results of a test alone cannot be disclosed to anyone other than the employer or employee/prospective employee without their consent or, pursuant to court order, to a court, government agency, arbitrator or mediator.

**Do not write below, for office use only:**  
**Date & Time Received:** \_\_\_\_\_

**Transit Operator  
SUPPLEMENTAL QUESTIONNAIRE**

Name \_\_\_\_\_

*Answer the following questions, using as many pages as you need, and include it/them with your application materials. Be sure your name is on each page.*

1. This position may involve evening or weekend shifts, frequently on short notice. Will you be able to meet this time requirement? \_\_\_ Yes \_\_\_ No Please tell us about your availability:

\_\_\_\_\_  
\_\_\_\_\_

2. Do you have a current Commercial Driver's License with passenger endorsement? \_\_\_ Yes \_\_\_ No

3. Do you have a good or clear driving record? \_\_\_ Yes \_\_\_ No

4. What is your experience as a CDL driver?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please list training you have completed that would be relevant to this position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Do you have experience working for a transit agency? \_\_\_ Yes \_\_\_ No If yes, please provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What types of experience you have that required good customer service and working with the public?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Applicants moving on in the process will need to take a test that entails that lasts 3-4 hours. Please indicate your preference for time of day scheduling:

\_\_\_ morning \_\_\_ afternoon \_\_\_ either Daytime telephone # \_\_\_\_\_

Email: \_\_\_\_\_

# JEFFERSON TRANSIT AUTHORITY

## Position Description

**POSITION TITLE:** Transit Operator

**SUPERVISOR:** Operations Manager

### **SCOPE OF RESPONSIBILITY**

As directed by the Operations Manager, perform vehicle operations in fixed-route, Dial-a-Ride, Paratransit and extended service. Duties include, but are not limited to, safe operation of motor vehicles, providing passenger assistance and customer service, radio operations, record keeping and adherence to all applicable laws. Consistently display sound judgment which results in decisions that place the agency in the best possible light.

### **ESSENTIAL FUNCTIONS**

#### **Safety:**

- Demonstrates ongoing dedication to safety.
- Readies and inspects vehicles to insure safe and efficient operation in compliance with federal and state laws and agency policies.
- Operates vehicles in accordance with motor vehicle laws and principles of defensive driving in fixed-route, Dial-a-Ride and Paratransit transportation applications.
- Assists passengers with boarding and disembarking from vehicles.
- Responsible for properly securing passengers and mobility devices.
- Physically evacuates passengers in need during emergency situations.
- Reports vehicle mechanical deficiencies to maintenance department.
- Installs and removes tire chains when needed.

#### **Customer Service:**

- Demonstrates ongoing dedication to providing high-quality customer service at all times.
- Operates transit vehicles in the delivery of fixed route, Paratransit and specialized transportation to the general public.
- Operates all vehicle appurtenances as needed or requested to assist passenger's board and disembark.
- Calls stops in accordance with the Americans with Disabilities Act.
- Maintains clean vehicle interiors throughout the service day; exterior vehicle cleaning also required for Forks-based Operators.
- Maintains a professional, clean and well-groomed appearance.
- Promotes positive passenger relations, responding appropriately to situations in accordance with agency policies.

#### **Other Duties:**

- May assist in the training of new drivers as assigned.
- Maintains accurate records and prepares required reports including.
- Inputs necessary vehicle maintenance data in computer.
- Attends training sessions and various meetings as required.
- Performs other related duties as assigned by the Transportation Supervisor or his/her designee.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Education and Experience:**

- High School diploma or equivalent.
- Valid Washington State driver's license or ability to obtain.
- Clean driving record and knowledge of traffic laws and safety rules applicable to the transportation of passengers.
- Strong customer relations, sensitivity awareness and communications skills.
- Ability to obtain a Commercial Driver's License (CDL) with Class B passenger endorsement.



**Ability to:**

- Successfully complete the Transit Operator training program, which includes Jefferson County, Port Townsend and Forks street logistics, fixed-route operations and procedures, demand-response operations and procedures, work hazards and safety procedures.
- Acquire the knowledge to safely operate both fixed-route and Paratransit vehicles and vehicle equipment, including wheelchair lift and a variety of securement devices, under all conditions of weather, roadways, and traffic while successfully dealing with passengers and schedule requirements.
- Work effectively with fellow employees at all levels of the agency in positive ways to improve the agency.
- Maintain a courteous, professional approach when dealing with the public, other agencies or other employees.
- Communicate effectively both orally and in writing.
- Maintain punctual and regular attendance to provide dependable service to the public.
- Demonstrate sensitivity to passenger's needs and limitations.
- Ability and willingness to work any shift assigned to meet the needs of the agency, including evenings, weekends, holidays, and split shifts.

**SPECIAL REQUIREMENTS**

- Must pass a pre-employment substance abuse test as a condition of employment. This position is considered safety-sensitive, as defined by the Federal Transit Administration (FTA), thus it is subject to random drug and alcohol testing and is subject to all other types of substance abuse tests as described in the policy.
- Upon offer of employment, must successfully pass the CDL physical exam and must maintain a physical condition, as monitored by periodic CDL re-examinations, which allows completion of all assigned duties.
- If selected for the position, documentation of United States citizenship or an alien lawfully authorized to work in the United States will be required to establish identity and work authorization in accordance with the employer's obligation under the Immigration Reform and Control Act of 1986.
- Acceptable driving record.
- Upon offer of employment, must successfully pass agency Essential Physical Function tests and must maintain agility levels to be able to properly secure mobility aid devices throughout employment.
- Upon offer of employment, must be able to pass a Washington State Patrol background check (in accordance with RCW 43.43.830 through 43.43.840, Child/Adult Abuse Information Act).
- Upon offer of employment, Forks-based Operators must relocate to within 30 minutes of the base.

**WORK SCHEDULE**

Variable hours. Full-time work not guaranteed. Hours may vary according to work schedules and tasks to be accomplished with evening and weekend work necessary at times to accomplish the duties of the position as determined by the immediate supervisor.

**SALARY & BENEFITS**

Wage and benefits are per labor agreement.

**This is a non-exempt position as defined by the Fair Labor Standards Act (FLSA).**

**PHYSICAL DEMANDS:**

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

<b>Sitting:</b>	Continuously, up to 2 hours at a time, with few breaks.
<b>Standing/Walking:</b>	Frequently, when assisting passengers, walking to and from vehicle, and around vehicle for inspections.
<b>Driving:</b>	Continuously, up to 1-1/2 hours at a time, with few breaks.
<b>Lifting/Carrying:</b>	Occasionally, up to 25 pounds; must be able to lift 50 pounds if necessary.
<b>Bending/Squatting/Kneeling:</b>	Frequently, when inspecting vehicle and securing wheelchairs.
<b>Pushing/Pulling/Reaching:</b>	Frequently, with maximum force of 5 pounds, while steering vehicle, opening/closing vehicle doors. Frequently, up to 350 pounds when maneuvering wheelchair passenger.
<b>Twisting:</b>	Frequently, at waist and neck when driving and securing wheelchairs.
<b>Overhead Reaching:</b>	Occasionally, when reaching controls and signs.
<b>Climbing:</b>	Frequently, getting in or out of vehicle.
<b>Handling/Grasping:</b>	Frequently, while steering vehicle.
<b>Talking:</b>	Frequently, communicating with passengers and dispatcher.
<b>Hearing:</b>	Continuously, listening for emergency sirens, bus malfunctions, passenger communications, and radio communications.
<b>Fine Finger Manipulation:</b>	Occasionally, when handling change and operating radio and vehicle controls.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.*

*Jefferson Transit is an equal opportunity employer and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veteran's status, disability status or any other basis prohibited by federal, state or local law. Please let Jefferson Transit know if you need accommodation in order to participate in the application process.*



**63 Four Corners Road, Port Townsend, WA 98368**

The information requested below will be used for statistical purposes only as required by the Equal Opportunity laws and regulations. The information requested is voluntary and confidential.

Thank you for helping evaluate the effectiveness of our equal opportunity effort.

Name \_\_\_\_\_

Position Applied For \_\_\_\_\_

- Ethnicity**
- HISPANIC or LATINO
  - BLACK or AFRICAN AMERICAN
  - ASIAN AMERICAN
  - NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
  - AMERICAN INDIAN or ALASKA NATIVE
  - WHITE
  - MULTIRACIAL
  - I DO NOT WISH TO SELF-IDENTIFY

**Sex:**  Female  Male  I do not wish to self-identify

Are you disabled?  Yes  No

Are you a veteran?  Yes  No Are you a disabled veteran?  Yes  No

How did you learn about this position? Please identify source:

- Newspaper (specify) \_\_\_\_\_
- Internet website (specify) \_\_\_\_\_
- Referral/Friend/Relative (specify) \_\_\_\_\_
- Worksource Website or Office (specify) \_\_\_\_\_
- Radio Advertisement (specify) \_\_\_\_\_
- Walk-in \_\_\_\_\_
- Other specify) \_\_\_\_\_

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