

JOB TITLE: DRIVER TRAINEE
DEPARTMENT: TRAINING
REPORTS TO: SAFETY AND TRAINING SUPERVISOR
LOCATION: ATN MAIN OFFICE & TRAINING FACILITY
TYPE/FLSA: TEMPORARY, NON-EXEMPT
SALARY: \$15.00/HOUR
TERMS: 3-4 WEEKS, 40 HOURS/WEEK, NOT TO EXCEED 90-DAYS

POSITION OVERVIEW:

The Driver Trainee participates in a 3-4 week, not to exceed 90-days, paid formal classroom and commercial vehicle operation training program. The Operator Trainee is expected to successfully complete the training program, as prescribed by Anaheim Transportation Network (ATN), and pass all applicable DMV knowledge and skills tests to obtain a California Class B Commercial Driver's License (CDL) with a "P" endorsement and no restrictions, to be eligible to become an Operator.

Upon successful completion of the Driver Training Program and the CA DMV knowledge and skills tests, Driver Trainees are eligible to become full-time/part-time Operators at a starting pay rate of \$18.00 per hour.

After six months of service in the classification, Operators may earn \$19.00 per hour.

MAJOR DUTIES:

- Participates in a formal training program to learn techniques and safety procedures for operating a commercial motor vehicle (CMV)
- Learns and observes traffic laws, vehicle code regulations, appropriate safety rules and regulations, and information on all federal and state requirements needed before driving a CMV [e.g., Code of Federal Regulations (CFR) and California Vehicle Code (CVC), etc.]
- Learns pre-operation vehicle preparation and inspection procedures
- Learns and practices defensive driving techniques
- Follows department standards and procedures for maintaining CMV appearance and cleanliness while in service
- Learns to operate lifts, ramps, securement devices, and other assistance equipment and accessible features
- Learns information concerning ATN routes, schedules, and transfers
- Participates in Behind-the-Wheel (BTW) training and learns to make stop announcements and assists passengers, when needed
- Learns to prepare various reports, including detailed accident reports, daily operation reports, forms for lost articles, and witness/courtesy cards
- Learns and performs various duties related to customer service, fare/ticket collection, tariff acceptance, ticket reading and recording, and transfer issuance and receipt
- Performs other related duties, as assigned

MINIMUM QUALIFICATIONS:

Knowledge of:

- Effective customer service techniques

Ability to:

- Learn to operate a motor coach safely and properly
- Respond to inquiries from the public in a courteous and tactful manner
- Deal effectively with the public
- Work with others in a cooperative, patient, and professional manner
- Follow written and oral instructions
- Perform simple mathematical computations
- Prepare simple reports
- Read maps
- Conduct safety checks
- Communicate on a two-way radio

Skill in:

- Reading, writing, and communicating in English at an appropriate level
- Driving a passenger vehicle

Education, Training and Experience:

- Graduation from high school or the equivalent
- Minimum 21 years of age at time of application
- Customer service work experience assisting and providing information to the public

Licenses and Other Requirements:

- Ability to successfully pass a USDOT physical exam, drug exam, and background check
- Excellent driving record (if applicable)
- Ability to obtain, or possession of a valid California Class C driver license. If hired, and prior to the first day of training, must possess a California Class A or B Commercial Learner's Permit (CLP) with appropriate medical certification, passenger endorsement, and with no restrictions for weight, number of passengers or air brakes
- Must also be able to obtain a Verification of Transit Training Document at the conclusion of training
- Must submit a current DMV H-6 printout (less than 30 days old) with the job application

Safety Sensitive: This position is considered safety sensitive and are subject to drug and alcohol testing, including but not limited to pre-employment testing, post- accident testing and random testing, under Federal Transportation Administration (FTA) drug and alcohol regulations, and U.S. Department of Transportation (DOT) regulations, 49 CFR Part 40 and Part 655. Please refer to the ATN Drug and Alcohol Policy Manual for additional information

Equal Employment Employer: Anaheim Transportation Network (ATN) is an Equal Opportunity Employer and does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable local, state, or federal laws.