

## CDL Sponsorship Program

A CDL with Passenger Endorsement is required for Bus Operator Positions. However, if you have a CDL but still need to obtain your Passenger Endorsement or if you do not have a CDL and would like to obtain one in order to join our Team, now is the time to submit your Cover Letter and Resume for consideration.

*Qualified females and minorities are strongly encouraged to apply for our open positions.*

Springfield Area Transit Company (SATCo) provides fixed route Bus Service (7 days/week, 363 days/year) for the Pioneer Valley Transit Authority <sup>PVTA</sup> within the Greater Springfield and Northampton Areas and are hiring Full Time Bus Operators.

Thank you for your interest in the CDL Sponsorship Program for full-time Bus Operator Positions. We appreciate your interest in working with us and exploring this exciting career opportunity. We are very excited about the level of interest in this program and the success we have experienced so far. However, each CDL Training class has a maximum capacity of only four (4) participants at a time, and each CDL training could take up to 4 weeks. This means the total time spent in training could be up to twelve (12) weeks, including 6-8 weeks of Bus Operator Training once the Commercial Driver's License is obtained. With these points in mind, we ask for your continued patience as we pursue this new endeavor. It is our hope that we can continue this program well into this year, and possibly for years to come.

**Please be sure to read this informational notice thoroughly as it contains important information about the CDL Sponsorship Program.**

**Please also be sure to read the Bus Operator job description thoroughly prior to submitting your resume or online application.**

### Submitting Your Resume

Before submitting your resume for this opportunity, review this information carefully. If you would like to submit your Resume after reading the detailed information below, you may do so by either **uploading** it via this website, or by regular mail. The upload process will work on all major browsers such as *Internet Explorer, Firefox, Opera, Chrome and Safari*. Simply click the "Continue" button on the previous page to begin the uploading process.

If mailing via regular mail, please send to SATCo Human Resources, 665 Cottage Street, Springfield, MA 01104.

All resume submissions and online applications are acknowledged within 5-7 business days from receipt.

### CDL License Requirement and CDL Sponsorship Opportunity

To be a Public Transit Bus Operator, you must have a current Massachusetts Commercial Driver's License (CDL) with Passenger ("P") Endorsement on your License, and no Airbrake Restriction. If you possess this license, submit your resume at your earliest convenience. If you do not, please review the information below.

**Company Sponsored CDL Training Program:** For a limited time, we will sponsor CDL Training for full-time Bus Operators for our Springfield and Northampton facilities. If you do not have a CDL or if you already have a CDL but still need the Passenger Endorsement, you may be considered for our Company sponsored CDL training program. Qualified candidates who are selected for this training program must be at least 21 years of age, have had a valid driver's license for at least one year and have a safe driving history.

### **How does the CDL Training Program Work?**

**IMPORTANT NOTE:** To be considered, you must have recently obtained your CDL-B Learner's Permit with Passenger Endorsement and Airbrake. Please see section below *Obtaining a Commercial Learner's Permit (CLP)* for helpful information on obtaining the required Learner's Permit.

If you are selected for the Company sponsored CDL Training Program or Passenger Endorsement Training Program, here is what you need to know.

1. Upon hire, you will need to complete a DOT physical and drug screen. You will need the resulting DOT medical card and a negative drug screen result.
2. Once you obtain your medical card you will be eligible for enrollment into a CDL Bus Program at a local CDL training facility. The Company will coordinate all enrollments with the school.
3. Upon successfully completing your CDL Training Program and subsequent road test with the State Trooper, you will go to the RMV to convert your current license to the Commercial Driver's License with Passenger Endorsement and no Airbrake Restriction.
4. Once this is completed, you will be able to begin your initial SATCo Bus Operator Training Program. This program is held Tuesday – Saturday (8 am. – 4p.m.) for approximately six (6) to eight (8) weeks. The 90-day probationary period begins when all training is successfully completed.

All external training time at the CDL Training School is paid at \$18.00 per hour. The cost of CDL training is also paid by the Company.

## **CDL License Requirement and CDL Sponsorship Opportunity**

**To obtain a Commercial Learner's Permit (CLP) an individual must:**

1. Have a class D license
2. Have proof of lawful presence (link: [https://www.mass.gov/doc/acceptable-forms-of-identification/download?\\_ga=2.142652725.121551727.1638221741-1510841984.1638221741](https://www.mass.gov/doc/acceptable-forms-of-identification/download?_ga=2.142652725.121551727.1638221741-1510841984.1638221741))
3. Have a valid social security number
4. Be a resident of Massachusetts
5. Not hold a driver's license in any other state
6. Be clear of outstanding obligations to any state (Should log in to the RMV site to make sure they do not owe any money)
7. Meet the minimum commercial driver's license medical standard (Med Card)
8. Pass the CLP exams

The CLP exams operators need to take are general knowledge, air brakes endorsement, and passenger endorsement.

To pass the general knowledge they need to get 40 out of 50 multiple choice questions correct in

60 minutes.

To pass the airbrakes endorsement they need to get 20 out of 25 multiple choice questions correct in 25 minutes.

To pass the passenger endorsement they need to get 16 out of 20 multiple choice questions correct in 20 minutes.

The passenger endorsement will appear on their permit, but the air brakes endorsement will not when both tests are passed.

To prepare for the CLP test they should refer to the manual at this

link: <https://www.mass.gov/doc/cdl-manual/download> will have to study sections 1, 2, 3, 4, 5, 11, 12, and 13.

Should be sure to make an appointment at <https://atlas-myrmv.massdot.state.ma.us/myrmv/> for their permit exam.

The CLP expires 180 days from the date of issue.

Specific questions about this permit process should be directed to your local Registry of Motor Vehicle Office.

## Medical Requirements

Public Transit Bus Operators must meet the DOT Medical Requirements for Commercial Licensing and are required to obtain and maintain a current DOT Medical Card at all times. All Job Offers are made contingent upon meeting the DOT Medical Requirements of the job and obtaining a DOT Medical Card.

## General Information About the Job

**Position Summary:** The Bus Operator's primary responsibilities are to safely and efficiently operate his or her assigned Bus on a specified route in accordance with the time schedule allotted for that route; transport passengers over specified routes to local or distant points according to time schedules; act as a "front-line" Customer Service Representative for the Company using sound judgment, communication skills, and professional knowledge to assist customers with information, resolve problems and conflicts where possible, and assure passenger safety; promptly and accurately complete all required associated reports and forms on a daily basis. Must be able to thoroughly learn and understand routes and transfer points, required fare structure, and knowledge of Bus Operation, as well as meet all legal requirements for Commercial Driving and License Regulations. Must possess excellent Customer Service Skills. Must be able to meet the physical demands of this position.

**Work Days and Hours:** All Bus Operator positions are full-time (guaranteed 40 hours per week). Our hours of operation are 4:20 a.m. – 12:00 a.m. (M-F) and Works schedules will vary and depend on the quarterly bidding process. The job bidding process is based on seniority. Once Training is completed, your schedule is determined by the quarterly bidding process, at which time approximately 185 Bus Operators bid their jobs based on seniority.

**CDL Sponsored training is paid** at \$18.00 per hour.

**Bus Operator Training Program Schedule:** Following successful completion of the CDL Training at the CDL School, trainees begin a 6-8 week Bus Operator Training Program. The Training Schedule for this program occurs on the first shift (8:00am – 4:00pm) and normally occurs on a Tuesday – Saturday schedule. Depending on the Training topics/needs for any given week, the Training Schedule may be held on a Monday – Friday schedule. Trainees are notified of schedule variations the week prior to the change.

**Training Dress Code:** The Training Dress Code for the Company’s internal training program requires a medium blue, long sleeved, button down, collared shirt, navy blue tie, dark blue khaki pants (with belt) and black closed-toed, non-slip shoes. Trainees are responsible for supplying their own clothing during the Training and Probationary Periods. A Uniform Allowance is available after successful completion of the Probationary Period.

**Bus Operator Pay Rate/Benefits:** New Hires who successfully complete SATCo’s initial Training Program and transition to regular employment as a Full Time Bus Operator will earn \$22.50 per hour. An initial 90-day Probationary Period applies after training is completed. Completing the Probationary Period is required in order to be eligible for the competitive Benefits Package which includes Health, Dental, and Life Insurance, Short-Term Disability, Paid Time Off, Pension, and 401(k).

**Union Status:** Following the 90-day Probationary Period, the Bus Operator is required to become a Bargaining Unit Employee and pay related Union Dues.

## To Be Considered

In order to determine the program that is right for you, please specify what type of driver’s license you hold and whether or not you have a Passenger Endorsement. Once we receive your resume, a Company representative may contact you to obtain additional information. Please be sure to include a current phone number on your resume.

If you are selected for an Interview, SATCo’s Office of Human Resources will notify you to schedule a time for an initial phone interview.

**If you are selected for an in-person interview, please be aware of the following:**

1. You will be asked to bring your current license, CDL Permit and current driving record to the Interview, including driving records from any state in which you lived in the past 7 years. Driving records must reflect a safe driving history, especially within the most recent 7 years.

**Helpful Tip:** If you resided outside the State of Massachusetts, it is advisable to obtain your Out-of-State Driving Records prior to being selected for an Interview, since it can often take significant time to do so. Doing so will expedite RMV verification process if you are selected for an Interview. Driving Records from outside the State of Massachusetts can be dated more than 30-days from the Interview date, as long as the date covers all of the time in which you resided in that State.

2. Based on DOT Regulatory Requirements, all Commercial Driving positions you previously held within the past two years will be subject to verification of your Drug and Alcohol Testing Records.
3. All Work History within the past 7 years, especially Commercial Driving positions, must be verifiable in order to be considered for a Bus Operator position.
4. Your post-offer Criminal Background Check (CORI) must not reveal any disqualifying criminal history.
5. Candidates who are offered a position must pass a Pre-Employment DOT Physical and Drug Screen. We will schedule this appointment for you at our designated Medical Provider. We will also assist you with self-certifying your new medical card if you prefer.
6. Successful completion of the *Bus Operator Training Program* is required of all Bus Operators. Current Training occurs Tuesday – Saturday, from 8:00am – 4:00pm and occasionally occurs on a Monday- Friday schedule based on training topics and other factors. Therefore, some schedule flexibility is required during the initial Training Period.
7. Schedule flexibility: Upon completing the Bus Operator Training Program, your specific workdays and hours are based on the bidding process. Quarterly bidding occurs based on seniority. Therefore, no guarantee of any specific days or hours off can be made for any reason.
8. Upon hire, the company will assist you with obtaining your DPU card if you do not already have one.

If you would like to submit your Resume after your thorough review of this information, please follow the instructions under “*Submitting your Resume*” section above.