



Extra-Board Operator Information Packet

To apply for a job as an Extra-Board operator in our fixed route system, please:

1. Read this **Extra Board Operator Information Packet** carefully.
2. Fill out the **Employment Application**. Resumes can't replace the application questions, *but* can be attached.
3. Fill out the **Basic Skills and Personality test**. It must be taken at UTA and turned in with your application. Please plan your schedule so you can take the test *between the hours of 8:30 AM and 3:00 PM* in order to allow enough time to finish it. The test takes about two hours to complete.
4. Submit the completed information to:

Utah Transit Authority

(Office hours are 8:30 AM to 6:00 PM Monday through Friday)

3600 South 700 West ? Salt Lake City, UT 84119

1110 South Geneva Road ? Orem, UT ? 84058

135 West 17th Street ? Ogden, UT ? 84404

(801) 262-5626

Call UTA's Job Hotline for current job openings **(801) 287-4617** or check our website at **www.rideuta.com**.

Extra-Board Operators

- Receive regular pay increases.
- Receive free family transit passes.
- Become eligible for life, medical, dental, disability, and vision insurance benefits, and paid vacation.
- Participate in not just one, but two types of retirement plans.
- Enjoy health/fitness benefits, including access to workout equipment, aerobic classes, fitness testing, cholesterol testing, and weight loss and smoking cessation programs. We even offer a *cash incentive* to improve your health. Your spouse can participate too.

Advancement Opportunities

Opportunities in the professional, technical, and clerical fields are available throughout the organization in Operations, Maintenance, and Administration. UTA is committed to promoting from within. About half of our vacancies are filled internally, and more than **96%** of all managers and supervisors were promoted from within.

Minimum Qualifications

1. Must be at least 21 years of age.
2. Have a valid driver's license (Operator, Chauffeur, or Commercial Drivers License (CDL)).
3. Be a safe driver with no more than 2 moving violations in the past 3 years and no convictions for driving under the influence of alcohol or drugs in the past 7 years.
4. Familiar with the Wasatch Front.
5. Authorized to work in the United States.
6. Able to communicate effectively in English.
7. Able to pass a Department of Transportation (DOT) physical examination and drug test after you are offered employment.
8. Complete a 6-week paid training program successfully.
9. Able to follow verbal instructions and read maps.

Selection Process

The following steps show you what happens from the time you fill out an application to the conditional job offer and training. It is a thorough process that includes requirements of both UTA and the Department of Transportation (DOT).

- 1. Application** Fill out an application at **any UTA site**. (Addresses and phone numbers are listed on the front of this packet.) Please answer all questions carefully and thoroughly. Please make sure to account for the last 10 years whether you were in school, a homemaker, unemployed, etc.
- 2. Basic Skills & Personality Test** Fill out the written test—it takes about 2 hours—and turn it in **with your application**. No preparation is necessary, but bring a pen and your driver's license. (Plan your schedule so you can take the test between the hours of 8:30 a.m. and 3:00 p.m. to allow enough time to finish it as it takes about 2 hours.) If you do not pass the test you will be notified in writing within a few days.
- 3. Application Review** We check your qualifications after receiving your application.
- 4. Background Check** We check your references, court records, and employment history.
- 5. Interview** If you meet the requirements, you are invited to an interview conducted by a Human Resources Generalist and an Operations Supervisor. Interviews last about 30 to 45 minutes.
- 6. Conditional Offer** If you are selected for training, you will be given a conditional offer. A conditional offer is contingent upon passing a drug test, a physical exam, and successfully completing the 6-week training program.
- 7. DOT Physical & Drug Test** A physical exam and drug test are required after a conditional training offer is made. Both are paid for by UTA. The DOT standards include:
 - a) No loss of a foot, leg, hand, or arm without a waiver (acquired from the DOT).
 - b) Not an insulin-dependent diabetic without a waiver.
 - c) No established medical history or clinical diagnosis of epilepsy, or any other condition likely to cause loss of consciousness, or any loss of ability to control a motor vehicle, without a waiver.
 - d) Distant visual acuity of 20/40 in each eye.
 - e) No average hearing loss in the better ear greater than 40 decibels at 500, 1000, or 2000 Hz.
- 8. Industrial Commission** We check your Industrial Commission (Workers Compensation) records.
- 9. Training** You receive **\$9.00 per hour** during your 6-week training program.

Operator Training Details

Pay **\$9.00 per hour**

Hours Training lasts 6 weeks. We begin with classroom instruction at our 3600 South 700 West location. Class will start on Wednesday (8:30 AM– 4:30 PM) and continue the following Monday through Wednesday. Beginning the next Thursday, and for the following 17 working days, you will receive operator instruction (hands-on training in a bus on the road). It will include 3 evenings and the potential for Saturday work. The hours will vary each day. The final weeks will be devoted to operators in service and will follow a variable day and night schedule Monday through Saturday. Trainees spend 35-40 hours per week while in training.

And...there will be homework, so allow time for it as well! In fact, when we offer you the position we will give you a manual and ask you to read Sections 1 through 5. (Homework time is not paid training time.)

Licensing If you need a Commercial Driver License (CDL), you will take the written CDL test at our offices at 3600 South 700 West during the first week of training. Your only cost is \$40.00 for the license. Our pass rate is 78%. (If you don't pass the written and/or driving test, you will not graduate.)

Benefits You will receive a free transit pass during training.

Dress Code During classroom training as well as training on the bus, you are expected to wear dark-colored slacks (no jeans when dealing with the public), shirts in a solid color, and dark, polishable leather or leather-like shoes. You need to be well groomed and have good hygiene.

Extra-Board Operator Employment Terms

- Pay** Once you become an Extra-Board Operator, you receive **\$11.69 per hour** with \$.50 increases every 6 months for the first 1.5 years. Other scheduled increases bring the hourly rate up to **\$16.46** per hour after 3 years.
- Probation** Your probationary period ends after **90 workdays** of driving successfully. Please remember that your probation time is not related to your benefits eligibility time. (You will not receive benefits at the end of probation.) Your benefits will begin the first of the month following 120 days of employment **after** probation ends. See “Benefits” below.
- Benefits**
- 1) Life, Medical, Dental, Disability, and Vision Insurance begin the first of the month following 120 days of employment as an Extra-Board Operator.
 - 2) Two retirement plans:
 - a) Defined Benefit (pension) plan after six months of service. (UTA paid)
 - b) Deferred Compensation 457 plan after one year of service. (UTA matches your contribution up to 2% of your annual pay.)
 - 3) Employee Assistance Plan (EAP). They can help you and your family with life’s difficulties, such as marital, family, financial, medical, legal, or job problems.
 - 4) Two floating holidays per year. (Two more if you don’t use any yearly sick leave.)
 - 5) Vacation–1 week after 1 year of service, 2 weeks after 2 years of service, 3 weeks after 7 years of service, 4 weeks after 14 years of service, and 5 weeks after 25 years of service.
 - 6) Funeral leave up to 3 days paid.
 - 7) **Annual \$270 uniform** voucher after 1 year.
 - 8) Free transit passes for your immediate family. (You already have one.)
 - 9) Employee fitness programs and incentives, including in-house exercise facilities. (Your spouse can participate as well.)
 - 10) Generous tuition reimbursement program.
 - 11) Pilot Program for subsidized childcare that includes extended hours, emergency backup and mildly sick childcare.
- Time** Reliability is critical to our business. Customers depend on the bus being on time. That means that you have to be on time, too. We have a strict, no-fault policy on punctuality.
- Hours** Extra-Board Operators work split and variable shifts during a 6-day workweek, usually Monday through Saturday. The work scheduled is posted at 4:00 p.m. the day before. It is a tough and tiring work schedule, but as drivers gain seniority, their schedules and shifts improve. We have a minimum guarantee of at least 65 hours of pay per pay period (two weeks). Take a look at the sample work schedules shown on page five. They can help you understand the variety of schedules and shifts you will be assigned
- Note** *We have **no part-time or reduced hour** positions for Extra-Board or Regular Operators.*

Extra-Board & Regular Operator Schedules

Most split shifts, like Sample Schedule #1 below, are worked by Extra-Board Operators. As an Extra-Board Operator, you would not receive your schedule until 4:00 p.m. the day before your shift. Sample Schedule #2 is an example of the schedule you might work as a Regular Operator. Regular Operators bid their work schedules three times a year, and the schedule remains the same for four months. You become a Regular Operator through seniority.

Sample Schedules	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
#1 Extra-Board	10:18-13:31 15:10-18:05	06:00-12:14 16:00-18:00	05:42-10:45 13:05-16:15 17:05-20:35	06:00-08:26 13:00-15:55	Off	15:50-24:00	03:45-07:45 12:43-16:07
#2 Regular	05:02-08:07 13:45-19:02	05:02-08:07 13:45-19:02	05:02-08:07 13:45-08:07	Off	05:02-08:07 13:45-19:02	07:18-15:15	Off

Amalgamated Transit Union

UTA partners with the Amalgamated Transit Union (ATU), which is the largest labor organization representing transit workers in the United States and Canada. Those eligible for membership in the ATU are all bargaining unit employees in Parts, Operations, and Maintenance divisions. Participation in the ATU is voluntary.

The ATU is comprised of bus, van, subway, and light rail operators, clerks, baggage handlers and maintenance employees in urban transit, over-the-road and school bus industries, as well as paramedical personnel, ambulance operators, clerical personnel, and municipal workers. For more information on the ATU, contact the local office.

Steve Booth, President/Business Agent
 Amalgamated Transit Union
 Local 382
 2261 South Redwood Road, Suite G
 Salt Lake City, Utah 84119

Phone (801) 972-8560
 Fax (801) 972-4938
 Email atu382@unions-america.com
 Web www.atu382.com

Note: This packet is for applicant information only and is not intended to be a contract. If there are any discrepancies between this document and formal UTA policies or contracts, the established policies, procedures, and contracts will be upheld.