



The Rhode Island Public Transit Authority (RIPTA) is recruiting to the position of Paratransit Operator CDL Trainee. This is an Amalgamated Transit Union, Division 618 (ATU 618) position.

Position: **Paratransit Operator CDL Trainee**

Posting Period: October 29, 2019 through Successful Recruitment

Salary: \$13.84 Hourly

Reports To: Training Instructor

Union Affiliation: This is a Non-Represented at will position.

The Paratransit Division at RIPTA is its service for seniors and persons with disabilities. The vehicles most commonly used are 16-passenger vans able to accommodate two or more wheelchairs. This program is known publicly as the Ride program.

What is a Paratransit Operator CDL Trainee?

- A Paratransit Operator CDL Trainee is a temporary at-will trainee with the Rhode Island Public Transit Authority (RIPTA).
- The CDL Trainee will work with RIPTA training instructors to obtain their full CDL driver's license and required endorsements to be eligible for a permanent position of Paratransit Operator.
- Once training is completed and the trainee passes the CDL skills test, the trainee will become eligible to join the RIPTA team.

How do I Qualify?

- Applicant must have a valid **RI** driver's license. Unfortunately, RIPTA is not able to provide CDL training to applicants licensed outside the State of Rhode Island.
- Applicant must be age 21 or older to qualify for a passenger endorsement on a CDL driver's license.
- CDL Trainees are responsible for the cost of all required written tests, skills test and licensing fees associated with the CDL process. For more information on guidelines for CDL applicants, please visit www.dmv.ri.gov.

| RI DMV Fee Schedule | |
|---------------------|--------------------------|
| Application | \$10.00 |
| Examinations | \$10.00 each endorsement |
| Issuance of Permit | \$20.00 |
| Permit Renewal | \$20.00 |
| Road Skills Test | \$100.00 |

- **Driving Record:** Candidates must possess a clear driving record. *(Please note that certain violations permanently disqualify an applicant; leaving the scene of an accident, careless and reckless driving, habitual offender, imprudent, DUI or OUI, voluntary/involuntary vehicular manslaughter.)*
- **BCI – Bureau of Criminal Investigation:** Candidates must possess a clear background check.
- **Prior to a conditional offer of training:** Candidates must successfully complete full nationwide criminal background check, have satisfactory personal and employment reference responses, pass a pre-employment physical (including drug and alcohol testing) and fitness for duty exam.

What is the Process?

- Rate of pay for Paratransit Operator CDL Trainee is **\$13.84** per hour.
- CDL Trainees are not eligible to receive benefits from RIPTA until they successfully complete 3 weeks of CDL training and pass the CDL skills road test to obtain their full CDL license.
- Once the CDL Trainee passes the CDL skills test, the trainee will move to the next step of the process, become a RIPTA employee.

- If the CDL Trainee does not pass the skills test, there is a 2-week waiting period to retake the test. The Trainee will not be paid by RIPTA during the 2-week waiting period unless they are at RIPTA for refresher training.
- If the CDL Trainee does not pass the second attempt at the skills test, the Trainee will **no longer be eligible** to become a RIPTA employee.

When Am I a RIPTA Employee?

- Once the CDL Trainee passes their skills test, the following Monday will begin the CDL Trainee's first day as a RIPTA Paratransit Operator.
- The hourly rate of pay for a Full-Time Paratransit Operator is **\$15.81**.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:

- Previous experience with elderly and persons with disabilities preferred;
- Valid CDL Driver's License with Passenger, Air Brake and General Knowledge endorsements required or must be able to qualify for one;
- Evidence of a clear driving record history required;
- Evidence of a clear Bureau of Criminal Investigation (BCI) check;
- Must possess excellent customer relations' skills.

Education:

- High School Diploma or equivalent required.

OR: any combination of education and experience that shall be substantially equivalent to the above education and experience.

Independent Action:

- Performs within prescribed guidelines in accordance with departmental policies/practices.
- Refers more complex situations to other appropriate individuals.

Supervisory Responsibility:

None

Selection Process:

- Interested applicants should submit their written request, resume and/or employment application to the Human Resources Department;
- Applicant will be required to pass an oral interview and written test;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer has been made;
- Applicant will be required to pass a nationwide criminal background check to be conducted by RIPTA;
- Applicant must provide RIPTA copies of licensure and/or certifications required to perform job duties prior to appointment;
- Applicants claiming Military status should submit a copy of the DD-214 form;

Interested applicants should submit their written request and/or employment application to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907. **Phone calls will not be accepted.**

RIPTA is an Equal Opportunity Employer: It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.