

**FLINT HILLS AREA TRANSPORTATION AGENCY
CDL BUS OPERATOR WITH PASSENGER ENDORSEMENT TRAINING PROGRAM**

The CDL Bus Operator with Passenger Endorsement Training program provides paid training opportunities for qualified candidates to obtain their CDL – C with P Endorsement. Participants chosen for this program will receive hands on training and assistance to learn the many aspects of safely operating a commercial passenger vehicle according to state and federal regulations. Upon successful completion of this program, Student Trainees may be transitioned to full-time and/or part-time Bus Operator positions.

Those chosen for this program will be hired into an entry-level Temporary Student Trainee – CDL Bus Operator (Student Trainee) position. The Student Trainee position is intended for individuals with need to acquire a CDL – C and/or a P Endorsement. The program will include classroom, hands-on and online practice training intended to provide the essential skills and knowledge required to operate a transit bus safely and independently upon program completion. Individuals will be required to obtain a Commercial Learner's Permit (CDL – C and P) and the CDL – C and P license during the training.

To successfully complete the program, trainees must demonstrate proficiency and understanding in the following areas: Federal, State, City, and department rules and regulations; inspections, reports and documentation; bus and passenger safety; customer service; FHATA routes and directions; and driving. Failure to demonstrate proficiency and understating in all areas at designated evaluation points will result in removal from the training program and termination of employment.

How do I qualify?

See the Student Trainee – CDL Bus Operator Job Description for a full description of the position.

Pre-employment Requirements:

- Must pass a background check, drug screen, and Physical Duty Testing.
- Must obtain a Kansas Department of Transportation, (KDOT), Medical Examiner's Certificate prior to beginning the program, and retain for duration of employment, if hired.
- Must have clean MVR for the past three years.

What will a Student Trainee learn?

- **Rules and Regulations:** Receive agency orientation and review of FHATA policies and procedures. Study for CDL C and/or P Endorsement written and drive/skills test and acquire knowledge of all Federal and State traffic laws and regulations pertaining to operating a transit vehicle.
- **Inspections, Reports, and Documentation:** Learn the requirements of conducting pre- and post- trip inspections ensuring all equipment is in proper working order. Receive hands-on instruction in checking tire pressure, fluid levels, safety equipment, gauges,

steering controls, accelerator and brake pedals, horn, wipers, lights, mirrors, etc. Learn the guidelines for completing and submitting accident and incident reports.

- **Bus and Passenger Safety:** Learn the requirements for assisting passengers on and off transit vehicles both during regular and emergency operations. Train in proper operation of lifts, as well as how to safely secure mobility devices. Train in emergency response procedures, including emergency roadside evacuations and the use of safety equipment to include fire extinguishers, reflective triangles, and first aid kits. Learn emergency management techniques for extraordinary circumstances one may encounter while performing job functions including, collisions, mechanical failures, passenger emergencies, threats of violence, and natural disasters. Actively participate in the reporting of safety issues and concerns that are observed.
- **Customer Service:** Review current fare structure and bus pass programs. Receive hands-on training in the utilization and troubleshooting of fare collection systems. Learn de-escalation techniques for passengers behaving in an offensive or destructive manner. Receive training in tactful and courteous interactions with passengers and the public.
- **Route Familiarization:** Develop and maintain working knowledge of Manhattan and Junction City streets, current bus routes and stops within Riley County, Geary County, and applicable areas of Pottawatomie County. Receive hands-on training in effectively utilizing manifests and other information, to follow routes and meet time points. Utilize communication system to contact dispatch and report current position and conditions, receive accident and incident information, and coordinate detours.
- **Driving Instruction:** Learn and perform defensive driving techniques for urban and rural driving that include, but are not limited to, mirror usage and scanning techniques, backing, monitoring blind spots, proper following distance, and safe acceleration and braking techniques. Receive hands-on training in operating transit vehicles in a variety of weather and road conditions.

Duration of Program:

The overall program consists of classroom, hands-on and online practice training.

- 10 hours of training provided for the Written P Endorsement Test or 42 hours of training provided for the Written CDL – C and P Endorsement Test.
- Additional 80 hours of training provided for the CDL – C and P Endorsement Drive/Skills Test.
- Please note that testing must be arranged with the State of Kansas Motor Vehicle Department. Once training is completed it may take several weeks or longer to get an appointment for testing with the State DMV, and such time waiting for an appointment is unpaid.

Testing and Timing:

- The Student Trainee must obtain a Kansas Class C Commercial Learner's Permit and P Endorsement Permit at the earliest opportunity based on availability with the State of Kansas Motor Vehicle Department.
- After attaining the Learner's Permits, the Student Trainee must pass the CDL Class - C with Passenger Endorsement driving/skills test at the earliest opportunity based on availability with the State of Kansas testing location.

Attendance:

Attendance is expected for successful completion of the program. If there is an unforeseen need to be absent, please work with the Training team to notify FHATA of the absence. Absences are unpaid. Situations beyond the trainees' control will be reviewed by the Executive Director or Director of Operations and Human Resources.

Pay:

Student Trainees are paid an hourly rate of \$12.50 for the hours outlined under "Duration of Program." Sufficient time is allocated in the program to prepare the Student Trainee for successful testing and employment. Student Trainees may choose to study on their own time in preparation for the testing. Study hours outside of program training sessions (on own time) are not required and will not be paid.

Fees and Expense Reimbursement:

- FHATA will reimburse the fees as a loan associated with the Written test and the Drive/Skills test. The Student Trainee must complete an Expense Reimbursement Form and submit it to the Director of Operations and sign related Loan Agreement and Promissory Note. The loan will be forgiven if the Student Trainee is hired and remains employed by FHATA as a Bus Operator. We will require Trainees to remain employed for 6 months from the date they become a Bus Operator. Otherwise, the Student Trainee must repay a pro-rated amount of the testing fees back to FHATA.
- FHATA understands that not all Student Trainees will pass the Written test and/or Drive/Skills test the first time. FHATA will review a request from the Student Trainee for a retake of the test. If the Student Trainee is approved to retake the test, FHATA will reimburse half of the cost of the testing fees as a loan. The Student Trainee must complete an Expense Reimbursement Form and submit it to the Director of Operations and sign related Loan Agreement and Promissory Note. The loan will be forgiven if the Student Trainee remains employed by FHATA as a Bus Operator. We will require Trainees to remain employed for 6 months from the date they become a Bus Operator. Otherwise, the Student Trainee must repay a pro-rated amount of the testing fees back to FHATA. Retakes of tests must be taken at the earliest opportunity based on availability with the State of Kansas Motor Vehicle Department.
- If a Student Trainee needs to retest, the expectation is for the Student Trainee to study at their own will for the retest. Additional study time would be unpaid. If driving practice is necessary, the Student Trainee will work with the Director of Operations to determine and approve any additional practice drive time necessary before it is paid. Whether the Student Trainee is retesting for the Written or Drive/Skills test, FHATA will have trainers available for questions the Student Trainee may have.

Evaluation Criteria for Program Completion:

Student Trainees are responsible for attending and successfully completing the FHATA CDL – C Bus Operator training course. Student Trainees must demonstrate their acquired skills and knowledge through the successful passing of examinations, practical demonstrations, and manager evaluations.

Upon successful completion of the CDL Bus Operator with Passenger Endorsement training program, Temporary Student Trainees will be evaluated and may receive an offer of employment with FHATA as a CDL – C Bus Operator; however, employment is not guaranteed, and will be determined by objective and subjective criteria to include, but not limited to, the following:

- Must attend all scheduled training dates and complete all practice testing provided.
- Pass the written exam (with possibility for one re-testing) for the CDL C and P Endorsement with the State of Kansas Department of Motor Vehicles at the first available opportunity.
- Successful completion (with possibility for one re-testing) of “Behind the wheel” driving/skills test for CDL - C and Passenger Endorsement. Attainment of CDL – C with Passenger Endorsement license.
- Successful performance evaluation during and at the completion of FHATA CDL Bus Operator and Passenger Endorsement Training.