

GO Driver

GET TRAINED...GET HIRED!



TRAINING PROGRAM BEGINS FALL 2014

APPLICATIONS DUE FRIDAY, SEPT. 19TH BY 5PM

Applications Available Online At:
www.charlottesville.org/jobcenter

For More Information, Contact:
City of Charlottesville Downtown Job Center
(e) jobcenter@charlottesville.org
(p) 434.970.3933

Eligible Participants Must...

be a City of Charlottesville resident • have a valid VA Driver's License • have a driving record of -4 or better • have a GED or High School Diploma • meet HUD income thresholds • pass CDL medical examination • pass drug screenings • have no barrier crimes

How It Works...

1 MONTH GO DRIVER
PRE-EMPLOYMENT
TRAINING ➡ BEGIN
YOUR BUS DRIVING
CAREER WITH CAT ➡
1 MONTH CAT ON-THE-
JOB CDL TRAINING ➡
GET YOUR CDL & START
DRIVING ROUTES

Sponsored By...



GO DRIVER

Information Sheet

The *Growing Opportunities* (GO) Driver Program is a one month training program that prepares City residents for a career as a Transit Bus Operator with Charlottesville Area Transit (CAT). The program, entirely free for eligible participants, is a partnership among the City's Office of Economic Development, CAT, and Piedmont Virginia Community College to offer one full month of training that will equip residents with a National Retail Federation Customer Service Certificate, Career Readiness Certificate, and workplace essential skills. After successful completion of this program, participants will have the opportunity to be considered for employment with CAT as a relief Transit Bus Operator. Once hired, participants will receive an additional one month of training with CAT to earn a Commercial Driver's License (CDL).

RELIEF TRANSIT BUS OPERATOR JOB DESCRIPTION

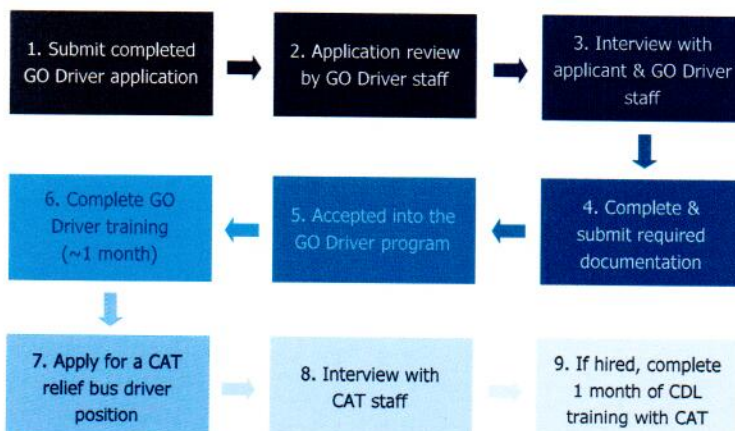
CAT provides scheduled, fixed-route public transportation. CAT's goals are to provide dependable, efficient, convenient and safe transportation alternatives to the private automobile for the citizens and visitors of the Charlottesville area. The Transit Bus Operator performs semi-skilled work in the operation of large passenger buses. Relief drivers work as needed to maintain full service for the public. Flexibility is available in scheduling, with a minimum of 20 hours per week guaranteed. Pay starts at \$14.88 an hour.

GO DRIVER TRAINING PROGRAM INFORMATION

Anticipated GO Driver class times will be 5 hours per day, Monday through Thursday, for a total of approximately 90 hours of class time. Pre-employment training will begin in late September or early October and will last one month. The tentative schedule includes the following:

- 40 hours of training for the National Retail Federation Certificate in Customer Service and High Level Soft Skills
- 16 hours of training for the Career Readiness Certificate
- 16 hours of training on Workplace Essential Skills
- 8 hours of training for the Commercial Driver's License (CDL) Learners Permit Test Preparation (*participants will take and receive their Learners CDL prior to employment with CAT*)
- 8 hours of training on Charlottesville routes and geography
- 2 hours of Job Coaching
- 1 hour per week of Mentoring

PROGRAM PROCESS



ELIGIBILITY CRITERIA

If you've reviewed the program requirements and the relief bus driver job description, and you feel that you can meet all of the eligibility requirements, ***please initial beside each criteria*** and complete the attached application.

1 GO Driver Requirements

- ☐ I am a resident of the City of Charlottesville.
- ☐ I am least 18 years of age.
- ☐ I meet the income eligibility requirements. (See table below.)

# Persons in Family/ Household	Maximum Yearly Income
1 person	\$44,750
2 people	\$51,150
3 people	\$57,550
4 people	\$63,900
5 people	\$69,050
6 people	\$74,150
7 people	\$79,250
8 people	\$84,350

2 CAT Requirements

- ☐ I have a GED or High School Diploma.
- ☐ I am willing to submit to initial drug screening.
- ☐ I have a driving record with -4 points or better.
- ☐ I have not been convicted of any barrier crimes that would prohibit me from getting hired by CAT as a relief bus driver.

3 DMV Requirements

- ☐ I do not have any CDL disqualifications.
- ☐ I have not had any DUI convictions within the last 7 years.
- ☐ I am able to meet the required Medical Examiner's criteria. (*no use of Schedule 1 drugs; vision in both eyes 20/40 with visual improvement devices; ability to distinguish color; blood pressure lower than 160/100; cannot have diabetes that requires insulin injections; maximum level of blood sugar is 200*)



GO DRIVER

Program Application



The *Growing Opportunities* (GO) Driver Program is a one month training program that prepares City residents for a career as a bus driver with Charlottesville Area Transit (CAT). The program, entirely free for eligible participants, is a partnership among the City's Office of Economic Development, CAT, and Piedmont Virginia Community College to offer one full month of training that will equip residents with a National Retail Federation Customer Service Certificate, Career Readiness Certificate, and workplace essential skills. After successful completion of this program, participants will have the opportunity to be considered for employment with CAT as a relief bus driver. Once hired, participants will receive an additional one month of training with CAT to earn a Commercial Driver's License (CDL).

IF YOU NEED ASSISTANCE WITH THIS APPLICATION, PLEASE CONTACT THE CITY OF CHARLOTTESVILLE DOWNTOWN JOB CENTER: Jefferson-Madison Regional Library - Lower Level 201 East Market Street Charlottesville, VA 22902 (p) 434-970-3933 (e) jobcenter@charlottesville.org

APPLICANT INFORMATION									
First Name		Last Name			M.I.		Date of Birth		
Street Address				Apartment/Unit #					
City			State		ZIP				
Phone			E-mail Address						
Select preferred method of contact: <input type="checkbox"/> Phone <input type="checkbox"/> E-mail									
PLEASE CHECK IF YOU CURRENTLY HAVE ANY OF THE FOLLOWING LICENSES									
<input type="checkbox"/> VA Driver's License									
<input type="checkbox"/> CDL Permit									
<input type="checkbox"/> CDL Class B Permit									
PLEASE INDICATE YOUR AVAILABILITY									
<i>Classes are tentatively scheduled for 5 hours per day, 4 days a week, for approximately 4 weeks.</i>									
Days	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday		
AM									
PM									
PLEASE ALL FINANCIAL ASSISTANCE THAT YOU CURRENTLY RECEIVE									
<input type="checkbox"/> Alimony			<input type="checkbox"/> SNAP Benefits (Food Stamps)			<input type="checkbox"/> Veteran's Assistance, or Pension			
<input type="checkbox"/> Child Support			<input type="checkbox"/> Social Security Income, Survivor's, Disability, or Retirement			<input type="checkbox"/> Workers' Compensation			
<input type="checkbox"/> College Financial Aid			<input type="checkbox"/> TANF			<input type="checkbox"/> Workforce Investment Act Dollars			
<input type="checkbox"/> Parental Support			<input type="checkbox"/> Unemployment Benefits			<input type="checkbox"/> Other _____			
EDUCATION									
<i>Please indicate your highest level of education.</i>									
<input type="checkbox"/> No High School Diploma/GED <input type="checkbox"/> High School Diploma/GED <input type="checkbox"/> Some College <input type="checkbox"/> Associate's Degree									
<input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree or Higher									
High School				Address					
From		To		Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree			
College				Address					

From		To		Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
Other				Address		
From		To		Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	

REFERENCES

Please list three professional (preferred) references.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

WORK HISTORY

Company		Phone	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From		To	
		Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From		To	
		Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			

From		To		Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
SUPPLEMENTAL QUESTIONS					
Why are you applying to this program?					
What do you feel is your largest barrier to employment?					
REQUIRED DOCUMENTATION					
<i>Please submit the following with your application:</i>					
<input type="checkbox"/> Copy of VA Driver's License					
<input type="checkbox"/> Driving record from VA Department of Motor Vehicles					
DISCLAIMER AND SIGNATURE					
I certify that my answers are true and complete to the best of my knowledge.					
If this application leads to admittance into the GO Driver Program, I understand that false or misleading information in my application or interview may result in my termination from the program.					
Name Printed					
Signature				Date	

Please submit the initialed GO Driver Information Sheet, completed GO Driver Program Application, and Required Documentation to the address below by **Friday, September 19th at 5:00pm**. Applications can be mailed, emailed, or dropped off in person.

The City of Charlottesville Downtown Job Center
 Jefferson-Madison Regional Library - Lower Level
 201 East Market Street Charlottesville, VA 22902
 (p) 434-970-3933
 (e) jobcenter@charlottesville.org