

The Growing Opportunity (GO) Driver Program is a five-week training program that prepares City residents for a career as a bus driver with Charlottesville Area Transit (CAT), University Transit Service (UTS), and Jaunt. The program, entirely free for eligible participants, is a partnership among the City's Office of Economic Development, CAT, UTS, Jaunt, and Piedmont Virginia Community College to offer five weeks of training that will equip residents with a learners Commercial Driver's License (CDL), Passenger Service and Safety (PASS) certification, a National Retail Federation Customer Service Certificate, a Virginia 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, UTS, and/or Jaunt as a bus driver. Once hired, participants will receive additional on-the-job training to earn their permanent CDL.

### BUS DRIVER JOB DESCRIPTION

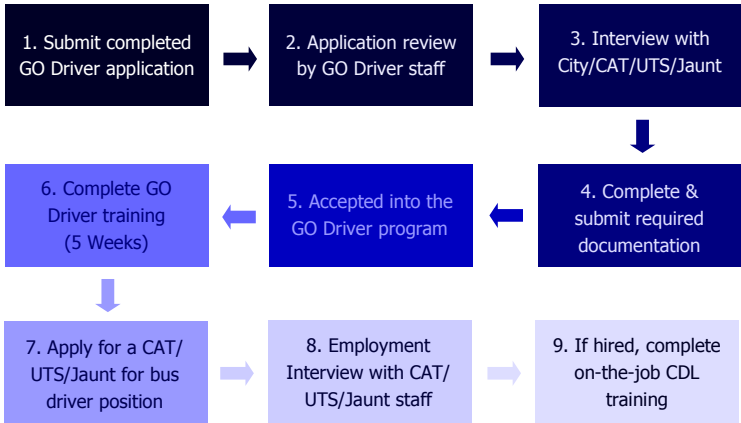
CAT, UTS, and Jaunt provide scheduled, fixed-route public transportation. Their goals are to provide dependable, efficient, convenient and safe transportation alternatives to the private automobile for the citizens and visitors of the Charlottesville area. A bus driver with any of these organizations performs semi-skilled work in the operation of large passenger buses. Drivers work as needed to maintain full service for the public. Flexibility is available in scheduling and most drivers are eligible for up to 40 hours of work weekly if desired after training is complete. Participants will be employed by CAT, UTS, and/or Jaunt in order to obtain up to 40 hours of work. The average annual income for drivers who work 40 hours with these employers is approximately \$25,000.

### GO DRIVER TRAINING PROGRAM INFORMATION

Anticipated GO Driver class times will be 4 hours per day (8am—12pm), Monday through Friday, for a total of approximately 100 hours of class time. Classed will be held at Jefferson School City Center. Pre-employment training is planned to begin in June 2015. The tentative schedule includes the following:

- 40 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*)
- 8 hours of Passenger Service and Safety (PASS) Certification training
- 20 hours of training for the National Retail Federation Certificate in Customer Service
- 16 hours of training for the Career Readiness Certificate
- 16 hours of training on Workplace Essential Skills
- 5 hours of Mentoring (1 hour per week)

### PROGRAM PROCESS



### ELIGIBILITY CRITERIA

If you've reviewed the program requirements and the 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 have a valid VA Drivers License
  - I meet the income eligibility requirements. (See table below.)

# Persons in Family/ Household	Maximum Yearly Income
1 person	\$46,100
2 people	\$52,650
3 people	\$59,250
4 people	\$65,800
5 people	\$71,100
6 people	\$76,350
7 people	\$81,600
8 people	\$86,900

- 2 CAT/UTS/Jaunt Requirements**
- I have a GED or High School Diploma.
  - I am willing to submit to ongoing drug screening and criminal background check.
  - I have a driving record with 0 points or better.
  - I have not been convicted of any barrier crimes that would prohibit me from getting hired as a bus driver.

- 3 DMV Requirements**
- I have not failed the CDL Learners Permit test more than one time.
  - 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 Opportunity (GO) Driver Program is a five-week training program that prepares City residents for a career as a bus driver with Charlottesville Area Transit (CAT), University Transit Service (UTS), and Jaunt. The program, entirely free for eligible participants, is a partnership among the City's Office of Economic Development, CAT, UTS, Jaunt, and Piedmont Virginia Community College to offer five weeks of training that will equip residents with a learners Commercial Driver's License (CDL), Passenger Service and Safety (PASS) certification, a National Retail Federation Customer Service Certificate, a Virginia Career Readiness Certificate, and workplace essential skills. Classes will be held Monday through Friday, from 8:00am to 12:00pm, for five weeks at Jefferson School City Center. After successful completion of this program, participants will have the opportunity to be considered for employment with CAT, UTS, and/or Jaunt as a bus driver. Once hired, participants will receive additional on-the-job training to earn their permanent 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](mailto: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 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?

Have you ever been convicted of a misdemeanor and/or felony offense? If so, please provide explanations and dates for each conviction. *(Please note that failure to disclose all convictions will result in dismissal from the GO Driver training program.)*

**REQUIRED DOCUMENTATION**

*Please submit the following with your application:*

- Copy of VA Driver's License
- Copy of driving record from VA Department of Motor Vehicles
- Completed Workforce Investment Act (WIA) Eligibility Form

**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, May 15<sup>th</sup> 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

# GO Driver

GET TRAINED...GET HIRED!



## How It Works...

5 WEEKS GO DRIVER PRE-EMPLOYMENT TRAINING

➔ BEGIN YOUR BUS DRIVING CAREER WITH

UTS, JAUNT AND/OR CAT

➔ COMPLETE CDL TRAINING WHILE ON-THE-JOB

➔ GET YOUR CDL & START DRIVING ROUTES

**TRAINING PROGRAM BEGINS JUNE 2015**

**RETURN APPLICATIONS TO THE DOWNTOWN JOB CENTER BY FRIDAY, MAY 15TH BY 5PM**

Applications Available Online At:  
[www.charlottesville.org/jobcenter](http://www.charlottesville.org/jobcenter)

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

**SPONSORED BY:**



UNIVERSITY of VIRGINIA  
University Transit Service

## Eligible Participants Must...

- be a City of Charlottesville resident
- have a valid VA Driver's License
- have a driving record of 0 or better
- not have failed the CDL Learner's Permit Test more than one time
- have a GED or High School Diploma
- meet HUD income thresholds
- pass CDL medical examination
- pass drug screenings
- have no barrier crimes