# Bus Driver Trainee Hiring Process

The road to enrolling in our Bus Driver Trainee class has a few steps along the way. The average time from application to classroom is 30-60 days. You can help keep the process rolling smoothly by watching your email for updates and completing next steps quickly. We can’t wait to welcome you aboard!

## Application Received

1. We’ll need your last 5 years of job history.
2. Explain any gaps in employment (school, unemployment, taking care of family, etc).
3. You’ll get an automated email upon submission that your application was received. Check your spam.
4. If your application is approved, you will hear from us within a few days with an invitation to take our online test.
5. If your application isn’t approved, you will receive an email from us, either requesting more information or letting you know we aren’t able to move forward.

## Online Test

- The test takes about 30 minutes.
- Take the test as soon as you are invited. You’ll have 2 days to take it.
- Take the test in a location with as little interruptions as possible.
- If you pass the test, you’ll hear from us in about a week with an invitation to interview.
- If you do not pass the test, we will notify you and encourage you to reapply in six months.

## Interview Event

- Interviews are scheduled 1-2 weeks out.
- Plan on being at the interview event for 4 hours because it will include some testing, receiving a lot more information about the job, and the interview.
- The link below will take you to a video that has some helpful tips on how to prepare for an interview: [http://bit.ly/Interview_Prep](http://bit.ly/Interview_Prep)

## Reference Check

- We take approximately one week to check references after a successful interview.
- You’ll need at least 3 references from current or former supervisors within the last 5 years.
- Let them know in advance we’ll be contacting them.
- Start studying for your CDL permits [dol.wa.gov/driverslicense/cdlwritten.html](http://dol.wa.gov/driverslicense/cdlwritten.html)

## Contingent Offer

- We’ll call you to walk you through the next steps and decide together on a start date.
- You’ll need to pass a physical, a drug test, and a background check.
- Complete those within 2 weeks so we can make you a final offer.

## Candidate Obtains CDL Permit

- The sooner you pass, the sooner you begin class, so schedule your test right away.
- There will be a knowledge test, a passenger skill test and an air brake skill test. There’s a $35 sitting fee and a $40 permit fee. We will reimburse you this $75.
- Sometimes it may take a few tries to pass all three tests. The $35 sitting fee is charged each time you need to take the test again.
- For more info visit: [dol.wa.gov/driverslicense/cdlcdip.html](http://dol.wa.gov/driverslicense/cdlcdip.html)

## Final Offer

- Congratulations! You’re almost there!
- Your final offer will include instructions for your first day.

## Class Begins

- Be on time and prepared to join a GREAT team.

To apply, visit [communitytransit.org/drive4us](http://communitytransit.org/drive4us).

Have questions? Please call (425) 348-2315 or email ct.jobs@commtrans.org.