

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!



1 APPLICATION RECEIVED

- We'll need your last 5 years of job history.
- Explain any gaps in employment (school, unemployment, taking care of family, etc).
- You'll get an automated email upon submission that your application was received. Check your spam.
- If your application is approved, you will hear from us within a few days with an invitation to take our online test.
- 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.



3 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



5 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.



7 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 break 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

2 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.

4 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

6 FINAL OFFER



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

8 CLASS BEGINS



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

To apply, visit communitytransit.org/drive4us.

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

