



UNIVERSITY OF IOWA **Transit Coach Operator** Employment Application

Applicant Name: _____

Email Address: _____

University ID Number _____ **Application Date** _____ **Telephone Number(s)** _____

Month Day Year () ()
Primary Secondary

How long have you had a valid US driver's license? ___ years ___ months
If less than 3 years, did you have a Learner's permit prior to your license? Yes ___ No ___ If yes, issue date _____

Addresses

Current Address _____
Street/ P.O. Box City State Zip Code

Permanent Address _____
Street/ P.O. Box City State Zip Code

University of Iowa Student Status

Expected Graduation Date _____ Student Standing _____
(Fresh, Soph, Jr, Sr, Grad, etc.)

Work Study recipient? Yes ___ No ___

University of Iowa Employment History

Are you currently employed with the University of Iowa? Yes ___ No ___
If yes, where? _____

Do you have any friends or relatives currently employed with Cambus? Yes ___ No ___
If yes, please list name(s) _____

Driver's License History

a. Do you have a valid driver's license? Yes ___ No ___ If yes:
License Number _____ State _____ Issue Date _____ Expiration Date _____

Do you have a Commercial Driver's License? Yes ___ No ___ if yes: Class _____

b. Within the last 3 years, have you had another driver's license from another state? Yes ___ No ___
If yes: License Number _____ State _____ Issue Date _____

Driving Record (Failure to disclose applicable information will be grounds for denial of consideration.)

a. Have you had a driving accident(s) in the last 3 years? Yes ___ No ___
If yes: please list date(s), whether at fault, dollar amount of damage, and description

b. Have you been charged with a moving violation(s) in the past 3 years? Yes ___ No ___
If yes, please list date(s), state(s) where occurred and type of citation(s)

c. Have you had your driver's license suspended or revoked in the past 3 years? Yes ___ No ___
If yes, provide the date and reason _____

PLEASE COMPLETE BACK SIDE OF FORM...

Transit Coach Operator Employment Application

Availability

How many hours (between 14 & 20) do you want to work during the academic year? _____

Will you be in Iowa City over breaks? Winter _____ Summer _____

Please list any extracurricular activities or another job which may affect your availability.

How did you find out that Cambus was hiring?

(Check those that apply)

____ Daily Iowan ____ Advertising on buses ____ Hire A Hawk
____ From a friend ____ Other (please explain) _____

Work History- please disclose the three most recent employers.

Present or Last Employer _____ From _____ To _____

Address _____ Telephone _____

Type of Business _____ Supervisor _____

Position _____ Reason for Leaving _____

Previous Employer _____ From _____ To _____

Address _____ Telephone _____

Type of Business _____ Supervisor _____

Position _____ Reason for Leaving _____

Previous Employer _____ From _____ To _____

Address _____ Telephone _____

Type of Business _____ Supervisor _____

Position _____ Reason for Leaving _____

Special Training &/or Skills (anything you may feel is relevant for your consideration)

I certify that all of the information I have given on this application form is correct to the best of my knowledge. I understand that I must remain a student to be employed at Cambus. I also understand that my employment at Cambus is an employment “at will” and can be terminated at any time by either employee or employer.

Signed _____ **Date** _____

*Please see attached “Applicant Notice and Certification” form

APPLICANT NOTICE & CERTIFICATION

I. Driving Record Check: I understand that as a condition of my employment, CAMBUS must run a motor vehicle record check to establish if I am an eligible candidate. Therefore, I authorize CAMBUS to use my birth date, social security number, and driver's license number for the purpose of obtaining my driving record.

II. Reference Check: I give Cambus the right to make a thorough investigation of past employment and release from liability or responsibility all persons, companies, or corporations supplying such information.

III. Drug Testing Requirement: As required by Federal Law, all applicants for employment must pass a drug test prior to employment. As part of your pre-employment evaluation, you are required to submit a urine specimen at a designated collection site. Your urine specimen will be tested by a laboratory approved by the Department of Health and Human Services for the following drug substances:

Marijuana
Cocaine
Opiates
Phencyclidine (PCP)
Amphetamines
Ecstasy (MDMA)

You must have a negative drug test prior to employment. As an employee, you will be subject to future urine and/or breath testing on a random unannounced basis, if there is reasonable suspicion to believe you have used prohibited substances, following an accident, or prior to return to duty if you fail to pass a drug test or undergo treatment for drug or alcohol abuse.

Certification: I have read, understand and agree to the conditions of Section I and II of the above notice. I also understand that failure to provide all required information will delay the application process.

I _____
Applicant Signature

_____ I
Date

DISCLOSURE AND RELEASE

OF CONSUMER REPORT INFORMATION OF DRIVING RECORD

In connection with my employment at the University of Iowa, I understand that a consumer report (on my driving record) may be requested by the University of Iowa from DAC Services, Tulsa, Oklahoma. I further understand that such report is requested solely for the purposes of procuring information concerning my past three-year driving record.

I HEREBY AUTHORIZE, WITHOUT RESERVATION; ANY PARTY OR AGENCY CONTACTED BY DAC SERVICES OR THE UNIVERSITY OF IOWA TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I have the right to make a request to DAC Services, upon proper identification, to request the nature and substance of the information in its files on me at the time of my request, including the sources of information; and the recipients or any reports of any reports on me which DAC has previously furnished.

I hereby authorize procurement of a consumer report(s) of my past three-year driving record, to be provided to the University of Iowa. This authorization shall remain on file and shall serve as my ongoing authorization for the University of Iowa to procure consumer reports relating to my driving record, at any time during my employment (or contract) period.

Print Name: _____

Date of Birth: _____

Drivers License Number: _____

State: _____

Employee Signature

Date

UNIVERSITY OF IOWA FLEET SAFETY PROGRAM

(personal motor vehicle driving record standards)

The University of Iowa Fleet Safety Policy can be found in the Operations Manual Part V. Administrative, Financial and Facilities Policies section 19, website address <http://www.uiowa.edu/~our/opmanual/v/19.htm>.

Fleet Safety Driving Record Review Standards:

The following are standards for staff, faculty and students who drive or may drive a University vehicle. Driving privileges will be denied if the driver's past three year driving record indicates any of the following:

- (a) Three or more "at fault" accidents, or three or more moving violations, or a combination of three or more accidents and violations; or
- (b) Conviction of reckless driving, conviction of driving with a suspended, denied, revoked, or barred license, conviction of hit and run, or conviction of leaving the scene; or
- (c) License suspension, or license denial, or license revocation, or license bar; or
- (d) Conviction of driving while under the influence of alcohol or drugs, or conviction of vehicular homicide, or conviction of any driving offense punishable as a felony.

For purposes of reviewing driver records for eligibility or corrective action, moving violations shall **NOT** include violations for:

- (a) Failure to use safety belts;
- (b) Parking violations;
- (c) Past convictions, suspensions, or revocations related to civil or criminal actions unrelated to driving or vehicle operation; or
- (d) Speeding violations of 10 miles per hour or less over the legal speed limit only in speed zones where the legal speed limit is between 34 miles per hour and 56 miles per hour.

Please familiarize yourself with the Fleet Safety Policy in its entirety. Questions should be directed to the Office of Risk Management, Insurance and Loss Prevention at 335-0010 or email to fleet-safety-program@uiowa.edu.

Keep this page for your own records

CAMBUS IS A DRUG-FREE WORKPLACE

**Drug-Free Workplace
In Accordance With The Drug-Free Workplace Act**

1. Policy Statement

a. The use or possession of illegal drugs as well as the abuse of alcohol and other intoxicants creates a serious threat to the health and well-being of the user and in some instances to fellow employees and private citizens. The University of Iowa has a responsibility to provide a work environment free of drugs and alcohol, and employees have the right to perform their duties with co-workers not impaired by drugs and alcohol.

b. In compliance with the Drug Free Workplace Act of 1988, 49 USC Sections 702 and the “Government wide Requirements for Drug-Free Workplace”, 49 CFR 32, all University of Iowa Cambus staff are herein notified that the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol, including controlled substances, is prohibited on the University's premises, in its activities, either in the workplace, or in such places and at such times that could have an adverse effect on the employee's work performance or behavior, or interfere with the rights and privileges of co-workers or the public

c. To assist employees in broadening their knowledge of the harmful effects of illicit drugs, controlled substances, and alcohol, and to assist in the treatment of alcoholism or drug addiction, The University of Iowa will use an annual policy notification, Faculty and Staff Services mailings, Learning and Development classes, and other avenues to make faculty and staff members aware of the following:

- (1) the dangers of drug and alcohol abuse in the workplace;
- (2) the University's Drug Free Environment Policy;
- (3) the availability of the Office of Faculty and Staff Services, and Employee Assistance Program;
- (4) staff development training regarding substance abuse;
- (5) the existence of regional substance abuse treatment facilities and programs; and
- (6) the penalties which may be imposed for Drug Free Environment Policy violations.

As a condition of employment, all CAMBUS staff members agree to abide by the terms outlined in this policy.

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Organizational Information

CAMBUS was established at The University of Iowa in 1972. The system has grown and evolved over the years but it has remained a UI student operated service – currently about 170 UI student employees. CAMBUS is a division of the Parking & Transportation Department. Each year, it provides over 80,000 hours of service and 4.7 million rides with a fleet of 38 buses and a budget of over \$3 million.

Pay and Advancement

CAMBUS starts all transit coach operators at **\$13.00/hour as of July 31, 2016**. Additionally, pay increases are awarded every 6 months, provided the employee performs his/her duties up to specified requirements. Student employees can earn up to \$16.55/hour.

Once a student has been employed at CAMBUS for six months, he/she becomes eligible to apply for any number of supervisory/support positions (32 in all) as they become available. An employee may be promoted to a position which will give them excellent job training experience as well as experience that will “look good” on a resume.

These positions include Dispatchers, Trainers, Maintenance Assistants, Bionic Assistant, Training and Safety Assistant, Scheduling Assistant, and 5 Supervisor positions.

Training

It's not as hard as it looks! Training at CAMBUS takes approximately three weeks to complete, depending upon the schedule of the student. If a student is hired and already has a Class B Commercial Driver's License (with the proper endorsements) the training will be shorter. During the training process, it is imperative for students to be as flexible with their schedules. Some weekends will be required during the training process.

It is the ultimate goal of CAMBUS' training program to ensure that a new driver will be competent operating the buses, can drive safely and will be knowledgeable of all the routes. Training may be tailored to the needs of each employee.

Work Schedule

CAMBUS operates from 4:30 am until 1:00 am during the week, and from 11:00 am until 2:30 am on the weekends. It is the responsibility of all employees to find their own means of transportation to work.

Drivers may work at any time during these hours of operation dependent upon their schedule. In addition, drivers must work a minimum of 14 hours per week (on average) and no more than 20 hours per week.

CAMBUS offers a more flexible work schedule than most employers at the University. As a student run organization, we recognize the need for flexibility in a student's work schedule. Shift length times vary. It's easy to get time off and working breaks is optional.

Drug Testing

CAMBUS participates in federally mandated drug testing. This consists of a pre-employment test, as well as tests for reasonable suspicion, post-accident and random. These tests are intended to facilitate safe operation of the services.

CAMBUS Applications

Applications are always accepted and available at the CAMBUS Office, located within the West Campus Transportation Center (WCTC) just north of Kinnick Stadium on Evashevski Drive. They are available on most CAMBUS buses.

For information and/or questions, contact the **Personnel Supervisor** (a student employee) at 319-335-8633 or email to cambus-personnel@uiowa.edu

CAMBUS strives to maintain a diverse workforce! Everyone is welcome.

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