



Ohio Department of Job & Family Services

Employer Job Order Form

Date: 1/5/2011		Federal ID# (FEIN): 31-1428107		Federal Contractor: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Company Name: Butler County Regional Transit Authority			Alien Certification Order status required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Alien Cert. how many days required for posting _____		
Street Address: 3045 Moser Court		City: Hamilton		State: Ohio	Zip Code: 45011
Contact Person and Title: Rob Griffin, Assistant Manager - Operations					
Email Address: griffinrd@butlercountyrta.com		Phone Number: 513-785-5237		Fax Number: 513-844-1361	
Worksite address, if different from above:					
Bus Line <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Route #:		
Position Title: Vehicle Operator			Number of Openings: 5	Number requested to interview:	
Job Description: (Briefly describe job duties, skills required, equipment used, physical demands, and working conditions.) Vehicle Operators will transport passengers throughout Butler County using BCRTA's non-CDL vehicles. Operators should have a clean, safe driving record and be comfortable lifting, bending, and kneeling throughout the workday. Operators are required to assist passengers on and off the vehicle and secure wheelchairs. Operators will work with a diverse population of riders, including seniors, disabled.					
Years of Education: 0 in this field.		Type of Degree Required:		How would your company/organization prefer to receive applicant/referral information (check all that apply)?	
Minimum Age: 18		<input checked="" type="checkbox"/> None <input type="checkbox"/> GED <input type="checkbox"/> High School <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other (specify) _____		<input checked="" type="checkbox"/> Email Resume <input type="checkbox"/> Mail Resume <input checked="" type="checkbox"/> Apply at 1 Stop <input checked="" type="checkbox"/> Company Application to be used <input checked="" type="checkbox"/> Apply in Person <input checked="" type="checkbox"/> Apply on line at: _____ www.butlercountyrta.com	
Do you want this order posted on Ohio Means Job (OMJ) internet website <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Full-Time: hrs/week:		Part-Time: hrs/week 20-35		Temporary: hrs/week	Length of Assignment: hrs/week
Wages: From: \$10.00 To: \$10.00		<input checked="" type="checkbox"/> 1 st Shift <input checked="" type="checkbox"/> 2 nd Shift <input type="checkbox"/> 3 rd Shift		Overtime Paid <input checked="" type="checkbox"/>	Times May Vary <input checked="" type="checkbox"/>
		Rotating Shift <input checked="" type="checkbox"/>		Will accept trainee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Work Days:					
<input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday					From: 5:00 AM To: 12:00 AM
Benefits: (Check all that apply)			Hiring Requirements:		
<input type="checkbox"/> Medical Ins <input type="checkbox"/> Stock Plan <input type="checkbox"/> Dental Ins <input type="checkbox"/> 401 K <input type="checkbox"/> Vision Ins <input checked="" type="checkbox"/> Retirement <input type="checkbox"/> Life Ins <input checked="" type="checkbox"/> Paid Vacation <input type="checkbox"/> STD <input type="checkbox"/> Paid Holidays <input type="checkbox"/> LTD <input type="checkbox"/> Paid Sick Leave <input type="checkbox"/> AD&D <input type="checkbox"/> Other: _____			<input checked="" type="checkbox"/> Valid Driver's License <input checked="" type="checkbox"/> Drug Screen <input type="checkbox"/> Own Tools <input type="checkbox"/> Bondable <input type="checkbox"/> Employment Test Given <input checked="" type="checkbox"/> DMV Check <input type="checkbox"/> Physical Required <input checked="" type="checkbox"/> Clean Driving Record <input checked="" type="checkbox"/> Reference Check <input type="checkbox"/> CDL Class <input checked="" type="checkbox"/> Criminal Background <input checked="" type="checkbox"/> Reliable Transportation <input type="checkbox"/> Credit Check <input type="checkbox"/> Endorsements Required _____		
Specialized Skills Required: excellent customer service, safety-focused			Computer Programs Required: N/A		
Would you hire someone with a criminal conviction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Misdemeanor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Felony? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Depends: (Please Specify) Operators with certain convictions are prohibited from transporting certain passengers under contract agreements.					
Additional Comments or Special Instructions: Must have reliable transportation. BCRTA cannot provide transportation to work for employees.					

Fax to: 513-785-6708