

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Eric Rood, Chief
From: Staci Teegarden
CC: Program Planning and Review
Date: October 4, 2023

Program Name: Golden Gate Bus Coach Operator JATC
Industry: Transportation
DAS File No.: 101170
Grant Awardee: No Yes CAI 2021-22

Actions:

- Proposed new apprentice program
- Existing apprenticeship program adding new occupations
- Existing apprenticeship program expanding area of operations
- Existing apprenticeship program changing work processes on approved occupations.

Labor Organizations Representing Any of the Apprentices:

Amalgamated Transit Union Local 1575

Request for Approval under Labor Code 3075:

Golden Gate Bus Coach Operator JATC is not intended to train in the building and construction trades and is not eligible to dispatch apprentices to projects with public works, prevailing wage or skilled and trained workforce requirements within the meaning of Labor Code sections 1720 and 3075 and will not train or dispatch apprentices in the building and construction trades or firefighters occupations.

Comments:

In 2021, GGT and ATU Local 1575 partnered with the Marin Community College District (MCCD) to establish a State of California registered apprenticeship program in the Bay Area, with MCCD serving as the Local Educational Agency (LEA). In 2022, MCCD successfully secured a \$500,000 California Apprenticeship Initiative (CAI) grant from the California Community College Chancellor's Office (CCCCO) to launch the Golden Gate Bus Coach Operator Apprenticeship Program. Since then, GGT, ATU Local 1575, and MCCD collaborated to develop the Golden Gate Bus Coach Operator Apprenticeship Program, which aims to enroll approximately 25 apprentices annually. The program's administrators believe that this state-sanctioned apprenticeship program, which offers college credits upon completion, will not only

significantly bolster bus operator recruitment and retention efforts but also create career opportunities with family-sustaining wages for the community.

Golden Gate Bus Coach Operator JATC and Amalgamated Transit Union Local 1575 will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following:

Proposed Occupation, Wage Rate & O*Net Code:

- Bus Coach Operator O*Net: 53-3021.00
Professional Worker Wage: \$35.57 per hour
Proposed Apprentice Wage: \$30.23 per hour
Proposed No. of Apprentices: 25

Proposed Employers:

- Golden Gate Transit
1011 Andersen Drive, San Rafael, CA 94901

Golden Gate Bus Coach Operator Joint Apprenticeship Training Committee Program Standards

1011 Andersen Drive, San Rafael, CA 94901
415-257-4453
Busadministration@goldengate.org

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Article I Jurisdiction

These standards shall apply to the employer signatory hereto and to all apprentice agreements hereunder.

Area Covered by Standards: Marin and Sonoma Counties

Article II Purpose and Policy

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as an education sponsored, employer-based undertaking.

These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation defined herein, to become effective upon their approval.

Article III Craft, Trade or Occupation, Related and Supplemental Instruction, Term of Apprenticeship, Ratio, Wage Schedule and Work Training

Occupation: Bus Coach Operator
O*Net Code: 53-3052.00
Attachment: B

Article IV Responsibilities of Program Sponsor

The responsibilities of the apprenticeship committee shall be to:

- 1) supervise the administration and enforcement of these standards;
- 2) adopt such rules and regulations as are necessary to govern the program provided that the rules and regulations do not conflict with these standards and provide a copy of said rules and regulations to each apprentice;
- 3) make periodic evaluations of each apprentices on-the-job training and related and supplemental instruction;
- 4) provide reasonably continuous employment to all apprentices in its employ;
- 5) ensure safe work site facilities, skilled workers as trainers at the work site, and safe equipment sufficient to train apprentices;
- 6) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures;

- 7) file a signed copy, written or electronic, of each apprentice agreement with the Division of Apprenticeship Standards, within 30 days of execution, with copies to all parties to the agreement;
- 8) establish and utilize a procedure to record and maintain all records of the apprentice's worksite job progress and progress in related and supplemental instruction;
- 9) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction;
- 10) discipline apprentices, up to and including termination, for failure to fulfill their obligations on-the-job or in related instruction, including provisions for fair hearings;
- 11) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards;
- 12) ensure training and supervision, both on the job and in related instruction, in first aid, safe working practices and the recognition of occupational health and safety hazards;
- 13) ensure training in the recognition of illegal discrimination and sexual harassment;
- 14) establish an adequate mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice of complete training in the apprenticeable occupation;
- 15) ensure the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
- 16) ensure there is meaningful representation of the apprentice in the management of the program;
- 17) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.
- 18) abide by any and all relevant California Labor Codes and California Code of Regulations regarding apprenticeship.

Article V Definition of an Apprentice

An apprentice is a person at least 19 years of age, who has met the requirements for selection under the selection procedures of participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

Article VI Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions of the apprenticeship committee.

Article VII Apprenticeship Agreement

- 1) Each apprenticeship agreement shall conform to the State law governing apprenticeship agreements, shall be signed by the program sponsor and by the apprentice and shall remain in effect during a lay-off unless cancelled.
- 2) Each apprentice shall be furnished a copy of or be given an opportunity to study these standards before registration. These standards shall be considered a part of the apprenticeship agreement as though expressly written therein.

Article VIII Termination

- 1) During the probationary period, an apprenticeship agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprenticeship agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.
- 2) Disciplinary proceedings for apprentices shall be duly noticed in writing to such individuals. The Division of Apprenticeship Standards shall attend all such proceedings.

Article IX Controversies

All controversies or differences concerning apprenticeship agreements that cannot be adjusted locally by the program sponsor or otherwise shall be submitted to the Administrator for determination.

Article X Certificate of Completion

- 1) In addition to previous on-the-job training and related school instruction, which is of an approved nature, the Apprentice shall have completed not less than an additional six (6) months as an apprentice under the laws of the State of California and demonstrated mastery of the skills and knowledge of the prescribed program.
- 2) In recognition of unusual ability and progress, the program sponsor or apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half percent (12½%).
- 3) Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the program sponsor, each apprentice will be issued a Certificate of Completion by the authority of the Chief of the Division of Apprenticeship Standards and the Interagency Advisory Committee on Apprenticeship.

Article XI Equal Opportunity in Apprenticeship

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or veteran or military status.

Golden Gate Bus Coach Operator Joint Apprenticeship Training Committee will create selection procedures that meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XII Written Applications

Applications for apprenticeship will be accepted:

Every applicant for a position must submit an electronic employment application on www.goldengate.org/district/careers/join-the-team/. The Human Resources department will not accept employment applications that are not submitted electronically.

Article XIII Records

All records will be maintained, in written or electronic form, for five years and kept at:

Golden Gate Bus Coach Operator Joint Apprenticeship Training Committee
1011 Andersen Drive
San Rafael, CA 94901

Article XIV Annual Compliance

Golden Gate Bus Coach Operator Joint Apprenticeship Training Committee will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

Golden Gate Bus Coach Operator Joint Apprenticeship Training Committee agrees to accept electronic signatures for these Division of Apprenticeship Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by Golden Gate Bus Coach Operator Joint Apprenticeship Training Committee on _____ (Committee approval date).

Employer Organization

Golden Gate Transit
1011 Andersen Drive, San Rafael, CA 94901

Kellee Hopper, Deputy General Manager Date

Employee Organization

Amalgamated Transit Union Local 1575
165 North Redwood Drive, Suite 285, San Rafael, CA 94903

Shane Weinstein, President ATU 1575 Date

The foregoing apprenticeship standards, being in conformity with the applicable California Labor Code, California Code of Regulations and Federal Regulations, are hereby approved

(DAS approval date)

Eric Rood, Chief Date
Division of Apprenticeship Standards

Attachment B

Training Schedule and Working Conditions

Golden Gate Bus Coach Operator Joint Apprenticeship Training Committee

Occupation

Occupation: Bus Coach Operator
O*Net Code: 53-3052.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 2,000 on-job-training (OJT) hours, 288 related and supplemental instruction (RSI) hours, and completed within 14 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be 3 months.

Article II Wage Schedule

Professional Worker Wage:

\$ 35.57 per hour effective 9/1/2023.

Professional Worker Benefits:

Health & Welfare	\$ 14.72 per hour
Pension	\$ 12.27 per hour

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

1st period	Completion of all required RSI/No OJT hours	\$ 30.23 /hour
2nd period	0-1,000 OJT hours	\$ 32.01 /hour

3rd period 1,001-2000 OJT hours \$ 33.79 /hour

** This rate is defined per the Collective Bargaining Agreement between Golden Gate Bridge Highway and Transportation District and Amalgamated Transit Union Local*

Hours of Work and Working Conditions and Overtime Provision:

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Work Process	Approximate hours
Coach Operator Equipment Proficiency Certification	650
a. Cutaway Van, Transit Bus, and Motor Coach	
b. Diesel Bus, Hybrid Electric Bus	
c. Vehicle Axles 2, Vehicle Axles 3	

- d. Automatic Transmission
- e. Air and Anti-Lock Brakes

Service Delivery (Coach Operator Performance) 700

- a. Safety Belts
- b. Dress Code
- c. Call Stops
- d. Customer Courtesy and Service
- e. Merge Safely
- f. Safe Lane Changes
- g. Lane Selection
- h. Aim High and Anticipate Traffic Hazards
- i. Following Distance on Freeway, Expressway, City
- j. Mirror Checks (City and Freeway)
- k. Turns: Set-Up, Speed, Steering Control, Mirror Use, Side Clearance
- l. Speed for Conditions
- m. ADA Compliance
- n. 3 ½ Feet Right Side Clearance
- o. Yield to Bicycles, Pedestrians, Vehicles
- p. Proper Signaling
- q. Braking Smoothly, Feathers, Multiple Applications
- r. Intersection Scanning
- s. Complete Stop Behind Limit Lind
- t. Complete Stop at Railroad Crossings
- u. Speed In and Out of Coach Stops
- v. Park with Wheels Curbed
- w. Park in Neutral with Parking Brake Set
- x. GFI: Fare Collection and Media Tally

Coach Operator Professionalism 650

Technical Street Skills

- a. Juggle multiple priorities
- b. Comfortability with equipment, routes, fares
- c. Answer routine passenger questions and provide basic passenger assistance
- d. Follow basic safe work practices and procedures in coach operation
- e. Follow standard operations and communication
- f. procedures in coach operation

Operator Personal and Interpersonal Skills

- a. Practice effective stress management and balance personal life with demands of job
- b. Effectively handle fare disputes and passenger issues
- c. Effectively handle large groups of school children and other passenger groups
- d. Create a safe riding experience for self and passengers, including knowing when to take a break amidst a demanding schedule
- e. Work effectively with supervisor and coworkers and ask for assistance from others.

Total Hours **2,000**

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 288 hours. Related and supplemental instruction will be provided by Golden Gate Transit overseen by College of Marin.

Time spent in related and supplemental instruction may be compensated.

COURSE	TITLE	HOURS
BOAP 101	Fundamentals and Orientation of Public Service for Transit Workers	48
BOAP 102	Introduction to Coach Operation and Routes	48
BOAP 103	Department of Motor Vehicles Rules and Regulations	48
BOAP 104	Public Relations and ADA Requirements	48
BOAP 105	Bus and Equipment Operation	48
BOAP 106	Professional Practicum (Line Training)	48
Total Hours		288

Frontloading the Related and Supplemental Instruction (RSI) portion of the Bus Operator Apprenticeship Program is important for several reasons. It's essential that apprentices start by learning how to safely operate a large commercial vehicle under the guidance of a qualified instructor. Mastery of this skill is critical to public safety, as it ensures that when apprentices transition to On the Job (OJT) Training, they already possess a strong foundation in safe driving practices. Moreover, becoming well-versed in Golden Gate

Transit's (GGT) fare structure, service area, routes, stops, and programs equips apprentices with the knowledge needed to provide reliable and efficient service to passengers. Additionally, acquiring valuable soft skills during the RSI phase enables apprentices to handle customer service responsibilities in a professional and safe manner. In essence, frontloading the RSI portion ensures that apprentices develop the necessary skills and knowledge under the guidance of experts, creating a safer, more knowledgeable, and customer-focused workforce when they enter the OJT phase. Apprentices are paid employees during the front loaded RSI portion of the program.

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise three (3) apprentice(s)