

## Policies regarding Hiring Practices

Information compiled August 7, 2007

**The Question:** Do you have a written hiring practices policy? If you have a written hiring practices policy, please attach it to your reply. If you do not have a written policy, but have standards you apply, please outline.

Do you do any pre-hire fitness testing?

**Intercity Transit** says... We are in the process of developing a comprehensive set of Human Resources Rules. This includes draft rules that impact "hiring practices." Click on the following links to view draft [recruitment selection](#) and [employee requirements](#).

Please note these are draft Rules and have not yet been adopted by the ITA. These are presently being vetted by counsel and have not yet been provided to the members of the ITA for review.

We also conduct an eval/practical fit/physical standards test during the testing phase of the hiring process. [Click here](#) to view a copy of the form we use for both coach and van physical standards testing.

**Jefferson Transit** says... This issue is driven by position. Some positions do have standards, some do not.

**Link Transit** says... [Click here](#) to view our only written policies.... Hope it helps

**Mason Transit** says... [Click here](#) to view our recruitment policy. We do not currently require a fitness test. However, I did just add language to all of our Driver job announcements requiring potential new hires to be able to physically operate the vehicle. (i.e. reach pedals, controls, etc.) Hope this helps!

**Pullman Transit** says... Hiring Practices is a hard one to pin down. See below for some information the City of Pullman uses, I hope it is helpful. We do not require pre-hire fitness testing in Transit. They do have to obtain a CDL, however, so that would require passing a physical for that license. Click on the following links to view [Chapter 3](#), [Chapter 4](#), [Checklist/Guidelines](#).

**Spokane Transit** says... We do not test.

**TriMet** says... We have applicants participate in a work demonstration prior to hire at TriMet. Our bus trainers conduct the test. Because we have such a large training staff, we have written the script for the demonstration to ensure that our applicants are all told the exact same thing. Applicants must pass all steps of the work demonstration in order to be hired.

This was developed by an Ergonomics consultant, our training supervisors/managers and human resources. [Click here](#) to view their form.

**Whatcom Transit** says... [Click here](#) to view the form used at Whatcom Transit. As all new Operators drive both Fixed Route & Paratransit buses, we test in both. Essentially to ensure they fit in the seat, can easily maneuver in bus, bend & reach to secure a wheelchair, and some maneuvers with a person in a wheelchair. Overall, listening skills & ability to follow directions are observed.