

## Division of Apprenticeship Standards (DAS)

### Apprenticeship Program Summary Sheet

**To:** Adele Burnes, Chief  
**From:** Staci Teegarden  
**CC:** DAS, Program Planning & Review Unit  
**Date:** August 12, 2025

**Program Name:** San Joaquin Regional Transit District  
**Industry:** Public Sector  
**DAS File No.:** 5236  
**Grant Awardee:**  No  Yes CAI G1134

#### Action(s):

- 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 Organization(s) Representing Apprentices:

Amalgamated Transit Union Local 256 – 2776 21<sup>st</sup> Street, Sacramento, CA 95818

#### Request for Approval under Labor Code 3075:

San Joaquin Regional Transit District 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:

Public transit providers across North America face a shortage of operators, a crisis that has strained budgets and forced agencies to reduce service. This shortage is occurring during a period of economic instability and reshuffling exacerbated by the COVID-19 pandemic. Development of formalized apprenticeship training by other public transit districts have proven effective in closing the shortage.

San Joaquin Regional Transit District 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: 53-3052.00
  - Professional Worker Wage: \$27.39 per hour
  - Proposed Apprentice Wage: \$20.94 per hour
  - Proposed No. of Apprentices: 50

**Currently Approved Occupations with No Changes to Jurisdiction or Work Processes:**

- Bus Maintenance Technician O\*Net: 49-3031.00

**Proposed Employers:**

- San Joaquin Regional Transit District – 2849 E. Myrtle St., Stockton, CA 95205
  - Occupation(s): Bus Maintenance Technician, Bus Coach Operator

# San Joaquin Regional Transit District Program Standards

2849 E. Myrtle St., Stockton, CA 95205  
(209) 943-1111  
RTD-Apprenticeship@SJRTD.com

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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: San Joaquin County

**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**

<b>Occupation</b>	<b>O*Net Code</b>	<b>Attachment</b>
Bus Maintenance Technician	49-3031.00	B-1
Bus Coach Operator	53-3052.00	B-2

**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 18 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**

San Joaquin Regional Transit District will not discriminate against apprenticeship applicants or apprentices based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over forty years of age, military or veteran status, or sexual orientation.

San Joaquin Regional Transit District will take affirmative steps to provide equal opportunity in apprenticeship.

**Article XII Written Applications**

Apprenticeship opportunities are available to incumbent workers only.

All RTD employees are given advance notice of any Apprenticeship opportunities a month in advance via an official RTD memorandum. The memorandum is sent to all RTD departments and posted for employees without email.

**Article XIII Records**

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

San Joaquin Regional Transit District  
2849 E. Myrtle Street  
Stockton, CA 92505

**Article XIV Annual Compliance**

San Joaquin Regional Transit District will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

San Joaquin Regional Transit District 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 San Joaquin Regional Transit District on July 16, 2025 (Committee approval date).

**Employer Organization**

San Joaquin Regional Transit District  
2849 E. Myrtle St., Stockton, CA 95205

\_\_\_\_\_  
Ciro Aguirre, Chief Operating Officer

\_\_\_\_\_  
Date

**Employee Organization**

Amalgamated Transit Union Local 256  
2776 21st Street, Sacramento, CA 95818

\_\_\_\_\_  
Crystal McGee Lee, President/Business Agent

\_\_\_\_\_  
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)

\_\_\_\_\_  
Adele Burnes, Chief  
Division of Apprenticeship Standards

\_\_\_\_\_  
Date

## **Attachment B-2**

### **Training Schedule and Working Conditions**

San Joaquin Regional Transit District

#### **Occupation**

**Occupation:** Bus Coach Operator

**O\*Net Code:** 49-3031.00

#### **Article I Term of Apprenticeship and Probation**

The standard term of apprenticeship shall be 2,050 on-job-training (OJT) hours, 289 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 (1) year. The period of probation shall be three and one-half (3.5) months.

#### **Article II Wage Schedule**

##### **Professional Worker Wage:**

\$ 27.39 per hour effective 7/1/2025.

##### **Professional Worker Benefits:**

**Medical** (CalPERS) RTD's contribution is 90%, employee's contribution is 10% of the Kaiser Plan. For any plan other than Kaiser, the employee is responsible for the difference in cost.

**Dental** (Delta Dental) RTD's contribution is 90%, employee's contribution is 10% plus the difference between the \$1,000 ortho and the \$2,000 ortho plan

**Vision** (VSP) RTD's contribution is 90%, employee's contribution is 10%

**Life Insurance** \$20,000 basic life and AD&D which is 100% paid by RTD

(Minnesota Life) (Supplemental Life and AD&D Insurance is available for employee to purchase)

**Employee Assistance Program** 100% paid by RTD

**Tuition Reimbursement** Up to \$5,000.00 reimbursement per Fiscal Year

**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	0-3 months/0-289 RSI/ Obtain a CA Class B Commercial Driver's License with an Airbrake and Passenger Endorsement/ Obtain Verification of Transit Training (VVT) Certificate	\$ 20.94 /hour
2nd period	4-7 months/0-800 OJT	\$ 24.17 /hour
3rd period	8-14 months/801-2,050 OJT	\$ 27.39 /hour

\* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

**Hours of Work and Working Conditions and Overtime Provision:**

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) 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 (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) 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 (8) on the seventh (7) 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 Processes**

**Approximate Hours**

**Coach Operator Equipment Proficiency Certification**

**650**

- a. 60' Articulated Bus
- b. 40' Gillig Bus
- c. Electric Bus
- d. Hydrogen Bus
- e. Battery Electric Bus
- f. MCI Commuter Bus
- g. Hopper Bus
- h. VanGo! Bus
- i. Pre & Post Trip Inspections
- j. Air-Brake Test

**Service Delivery (Coach Operator Performance)**

**700**

- a. Mirror Adjustments & Reference Points
- b. Preventing Driver Fatigue
- c. Preventing Driver Distractions
- d. Hazards Communication
- e. Injury Prevention - Slips, Trips & Falls
- f. Using Maps & GPS
- g. Employee Safety Reporting Program
- h. Preventing Rear End Collisions
- i. Preventing Intersection Accidents
- j. Railroad Crossings
- k. Pedestrians, Bicycle & Animal Awareness
- l. Preventing Backing Accidents
- m. Merging, Lane Changing & Passing
- n. Adverse Driving Conditions
- o. Service Stops
- p. Emergency Procedures
- q. ADA Compliance

- r. Hazards from other Drivers

**Coach Operator Professionalism**

**700**

**Technical Street Skills**

- a. Juggle multiple priorities
- b. Proficiency with equipment, route, 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

**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**

**2050**

**ARTICLE IV Related Instruction**

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours per year. Related and supplemental instruction will be provided by San Joaquin Regional Transit District and overseen by San Joaquin Delta College.

Time spent in related and supplemental instruction may be compensated.

Frontloading the Related and Supplemental Instruction (RSI) portion of the Bus Coach Operator occupation 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. 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 while completing the mandatory front-loaded curriculum.

**Class Title Hours**

Fundamentals & Orientation of Public Service for Transit Workers	8
Introduction to Coach Operation and Routes	110
Emergency & Accident Procedures	50
Public Relations and ADA Requirements	50
Behind-the-Wheel Training & DMV Testing to obtain Commercial Driver's License with an Airbrake and Passenger Endorsement, and a Verification of Transit Training Certificate VTT	70
Professional Practicum (Line Training) Work Experience	1
<b>Total Hours</b>	<b>289</b>

*Apprentice required to obtain CA Class B Commercial Driver's License with Air Brakes and Passenger endorsement by end of RSI completion*

**ARTICLE V Ratio**

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise one (1) apprentice