

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Eric Rood, Chief
From: Staci Teegarden
CC: Program Planning and Review
Date: August 30, 2023

Program Name: Sacramento Regional Transit Apprenticeship Program
Industry: Public Sector
DAS File No.: 5215
Grant Awardee: ☒ No ☐ Yes

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:

IBEW Local 1245

Request for Approval under Labor Code 3075:

Sacramento Regional Transit Apprenticeship Program 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:

Sacramento Regional Transit has been participating in apprenticeship with the occupation of Bus Mechanic since September 2016. The training has been valuable and provides their workforce with the skills and attributes required for employees to be successful in this career. Expanding the apprenticeship program to include the occupation of Paratransit mechanic will ensure individuals in this program will receive the high standard of training the Bus Mechanic program offers.

Sacramento Regional Transit Apprenticeship Program and IBEW Local 1245 will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following:

New* Proposed Occupation, Wage Rate & O*Net Code:

- Paratransit Mechanic O*Net: 49-3031.00
Professional Worker Wage: \$38.96 per hour
Proposed Apprentice Wage: \$31.17 per hour
Proposed No. of Apprentices: 2

***No significant changes to existing approved occupations of:**

- Bus Mechanic O*Net: 49-3031.00

Proposed Employers:

- Sacramento Regional Transit
1323 28th Street
Sacramento, CA 95816

Sacramento Regional Transit Apprenticeship Program Standards

1323 28th Street, Sacramento, CA 95816
(916) 321-2835
MMibach@sacrt.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: Sacramento

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	O*Net Code	Attachment
Bus Mechanic	49-3031.00	B-1
Paratransit Mechanic	49-3031.00	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 Apprentice Agreement

- 1) Each apprentice agreement shall conform to the State law governing apprentice 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 apprentice agreement as though expressly written therein.

Article VIII Termination

- 1) During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprentice 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 proceeding 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 apprentice 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.

Sacramento Regional Transit Apprenticeship will create selection procedures that meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XII Written Applications

During onboarding of all newly hired employees, the Sacramento Regional Transit Apprenticeship Program is offered as a future option, contingent upon completion of prerequisite courses. Space is limited, and positions will be offered based on hire date seniority. Upon prerequisite course completion, your eligibility will not expire.

Article XIII Records

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

Sacramento Regional Transit Apprenticeship
1323 28th Street
Sacramento, CA 95816

Article XIV Annual Compliance

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

Sacramento Regional Transit Apprenticeship 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 Sacramento Regional Transit Apprenticeship on August 16, 2023 (Committee approval date).

Employer Organization

Sacramento Regional Transit Apprenticeship Program
1323 28th Street, Sacramento, CA 95816

Matthew Mibach, Superintendent Bus Maintenance

Date

Employee Organization

International Brotherhood of Electrical Workers Local 1245
30 Orange Tree Circle, Vacaville, CA 95687

Sheila Lawton, Business Representative

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-1

Training Schedule and Working Conditions

Sacramento Regional Transit Apprenticeship

Occupation

Occupation: Bus Mechanic

O*Net Code: 49-3031.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 5,400 on-job-training (OJT) hours, 720 related and supplemental instruction (RSI) hours, and completed within 36 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 9 months.

Article II Wage Schedule

Professional Worker Wage:

\$ 38.96 per hour effective 4/1/2023.

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	0-6 months	0-900 OJT	\$ 31.17 /hour
2nd period	7-12 months	901-1800 OJT	\$ 32.41 /hour
3rd period	13-18 months	1801-2700 OJT	\$ 33.75 /hour
4th period	19-24 months	2701-3600 OJT	\$ 35.02 /hour
5th period	25-30 months	3601-4500 OJT	\$ 36.33 /hour

6th period 31-36 months 4501-5400 OJT \$37.58 /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 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
A. <u>Safety</u> CAL OSHA, EPA Regulations, DOT Regulations, Shop and Machinery safety procedures, Fuel Tank Inspection	40
B. <u>CNG Engines</u> Describe and demonstrate safety procedures for working with CNG systems. Inspect CNG tanks and lines for leaks, corrosion	200

And damage. Demonstrate the depressurization of CNG system for maintenance

- | | |
|--|-------|
| C. <u>Diesel/ CNG Engines Diagnostics & Repair</u> | 1,100 |
| Describe and demonstrate the use of computer based diagnostics software. Describe the engine control systems and how they network with other components. Demonstrate finding manufacturer information on CDs and websites as well as paper manuals. Describe and identify fuel injection components. Test fuel injection system including pressure and voltages in the common rail. Demonstrate a knowledge of fault codes. Test, remove, repair and replace components. | |
| D. <u>Brakes</u> | 480 |
| Describe the brake air supply and service systems. Identify brake system Components drum & disc type. Describe proper safety procedures and demonstrate the use of hoists and jacks. Describe the use of test equipment and demonstrate its use. Remove and replace defective components. | |
| E. <u>Steering and Suspension</u> | 360 |
| Identify steering and suspension components. Describe and demonstrate the basics of steering and axle alignment. Explain basic hydraulic principles and identify components. Inspect steering and suspension components for missing parts, rust, wear and leaks. Conduct road test. Diagnose problems. Remove, repair and replace components including steering pump, air suspension system, bushings, valves, hydraulics, etc. | |
| F. <u>Preventive Maintenance & Inspection</u> | 1,000 |
| Visually, functionally inspect or test all bus components including electronic, hydraulic, physical (body) and mechanical. Inspect for corrosion, cracks, leaks (air, fluid), slide, tightness, missing parts, wiring condition (chafing marks), cable routing, fluid levels, and functionality. Demonstrate taking transmission, engine and differential fluid samples, and describe how to perform and interpret tests. Identify and describe the uses of various lubricant types. Clean and lubricate mirror swivel, latches, hinges, suspension and steering components. Change filters and fluids per PM sheets, Tune - ups, fire suppression | |
| G. <u>HVAC</u> | 480 |
| Describe the HVAC system and components. Demonstrate test equipment. Describe the refill/recycle machine and demonstrate proper recovery of coolant and refill system. Explain evaporator and condenser operation. Describe inspection procedures and | |

use of test equipment including an electronic sniffer, VOM, pressure meter and the use of human sight, sound and smell. Explain the different refrigerant types and uses. Earn EPA 608 certification.

H. <u>Transmission & Drive Train</u>	480
Describe the transmission system and how it networks with other components. Demonstrate removal and replacement of transmission. Demonstrate test equipment and describe computer software use for testing. Demonstrate removal, replacement (i.e. u-joint) and replacement of drive line components.	
I. <u>Electrical & Electronics</u>	1,000
Electrical theory, Circuits, relays and switches, Starting and charging systems, Troubleshooting and testing the equipment. Multiplexing test the multiplex system. Diagnosis & repair general electric system, devices and accessories.	
J. <u>Bus Body Systems</u>	200
Demonstrate various welding techniques and describe the appropriate application of each type (MIG, TIG, Arc) Demonstrate and describe the use of personal protective equipment and other safety procedures for welding. Remove, repair and replace body systems such as wheelchair lifts and kneeling mechanisms.	
K. <u>Hand Tools & Fasteners</u>	60
Total Hours	5,400

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 American River College.

Time spent in related and supplemental instruction may be compensated.

Class Title	Hours
Diesel Preventative Maintenance	108
Diesel Engine Repair	108
Basic Hydraulic Principles of Diesel Technology	108
Diesel Brake Systems	108
Diesel Electrical Systems	108

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Diesel Power Trains	108
Clean Diesel Software Support	72
Total Hours	720

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

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

Attachment B-2

Training Schedule and Working Conditions

Sacramento Regional Transit Apprenticeship

Occupation

Occupation: Paratransit Mechanic

O*Net Code: 49-3031.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 5,400 on-job-training (OJT) hours, 932 related and supplemental instruction (RSI) hours, and completed within 36 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 9 months.

Article II Wage Schedule

Professional Worker Wage:

\$ 38.96 per hour effective 4/1/2023.

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	0-6 months	0-900 OJT	\$ 31.17 /hour
2nd period	7-12 months	901-1800 OJT	\$ 32.41 /hour
3rd period	13-18 months	1801-2700 OJT	\$ 33.75 /hour
4th period	19-24 months	2701-3600 OJT	\$ 35.02 /hour
5th period	25-30 months	3601-4500 OJT	\$ 36.33 /hour

6th period 31-36 months 4501-5400 OJT \$37.58 /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 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 Processes

Approximate Hours

- | | |
|---|-----|
| A. <u>Safety</u>
CAL OSHA, EPA regulations, DOT regulations, shop and machinery safety procedures, and fuel tank inspection. | 40 |
| B. <u>Gasoline Engines</u>
Describe and demonstrate safety procedures for working with | 200 |

pressurized gasoline fuel systems. Inspect fuel tanks and lines for leaks, corrosion, and damage. Demonstrate the depressurization of fuel systems for maintenance.

- C. Gasoline Engine Diagnostics & Repair 1,100
Describe and demonstrate the use of computer diagnostic software. Describe the engine control systems and how they network with other components. Demonstrate finding manufacturer information on CDs and websites as well as paper manuals. Describe and identify fuel injection components. Test fuel injection system including pressure and voltages in the common rail. Demonstrate a knowledge of fault codes. Test, remove, repair, and replace components.
- D. Brakes 480
Describe the hydraulic brake system. Identify brake system components (drum and disc type). Describe proper safety procedures and demonstrate the use of hoists and jacks. Describe the use of test equipment and demonstrate its use. Remove and replace defective components.
- E. Steering & Suspension 360
Identify steering and suspension components. Describe and demonstrate the basics of steering and axle alignment. Explain basic hydraulic principles and identify components. Inspect steering and suspension components for missing parts, rust, wear, and leaks. Conduct road test. Diagnose problems. Remove, repair, and replace components including steering pump, suspension system, bushings, valves, hydraulics, etc.
- F. Preventive Maintenance & Inspection 1,000
Visually and functionally inspect or test all bus components including electronic, hydraulic, physical (body) and mechanical. Inspect for corrosion, cracks, leaks (air, fluid), slide, tightness, missing parts, wiring condition (chafing marks), cable routing, fluid levels, and functionality. Demonstrate taking transmission, engine and differential fluid samples, and describe how to perform and interpret tests. Identify and describe the uses of various lubricant types. Clean and lubricate mirror swivel, latches, hinges, suspension and steering components. Change filters and fluids per PM sheets and / or Tune-ups.
- G. HVAC 480
Describe the HVAC system and components. Demonstrate test equipment. Describe the recycle / recharge machine and demonstrate proper recovery of refrigerant and charging systems. Explain evaporator and condenser operation. Describe inspection procedures and

use of test equipment including an electronic leak detector, VOM, pressure gauges and the use of sight, sound, and smell. Obtain EPA 609 certification.

H. <u>Transmission & Drive Train</u>	480
Describe the transmission system and how it networks with various components. Demonstrate removal and replacement of transmission. Demonstrate test equipment and describe computer diagnostic software used for testing. Demonstrate removal and replacement of driveline components (u-joint, carrier bearing, etc.).	
I. <u>Electrical & Electronics</u>	1,000
Demonstrate the ability to apply electrical theory to diagnose electrical circuits, relays, switches, starting and charging systems, communication / networking systems, and various components.	
J. <u>Bus Body Systems</u>	200
Demonstrate various welding techniques and describe the appropriate application of each type (MIG, TIG, Arc). Demonstrate and describe the use of personal protective equipment for welding and related safety procedures. Remove, repair, and replace body related components (doors, windows, & glass, body panels, etc.).	
K. <u>Hand Tools & Fasteners</u>	60
Total Hours	5,400

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 American River College.

Time spent in related and supplemental instruction may be compensated.

Class Title	Hours
Automotive Brakes	110
Heating & Air Conditioning Systems	110
Suspension & Steering Systems	110
Automatic Transmissions & Transaxles	110
Automotive Engine Repair	110
Automotive Electrical Systems	110
Advanced Automotive Electrical Systems	110

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Electronic Performance & Engine Controls	162
Total Hours	932

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

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