

**DELAWARE DEPARTMENT OF TRANSPORTATION (DELDOT)
SNOW & ICE CONTROL VOLUNTEER PROGRAM – 2014/2015**

Guidelines

- Individuals are required to apply each fiscal year for snow/ice duty regardless of prior participation.
- If you are classified as an “essential” employee or “report when contacted” employee within the Division of Maintenance & Operations (M&O), you should not apply for this volunteer program. Please discuss your potential interest and abilities with your immediate supervisor.
- Based on operational needs, M&O will decide which categories of work will be required.
- Applicants should indicate the preferred district of employment. Based on operational needs and with mutual agreement, M&O may ask the employee to work in a different district.
- Applicants must be available to work during times when State offices are closed due to the bad weather. Additionally, hours of work often include nights, weekends, and holidays.
- Applicants selected for this program will be placed into casual/seasonal positions in M&O’s Business Management Section and will be paid at the appropriate salary noted below. Employees are not eligible for premium pay (example: overtime, stand-by, call back, shift differential, etc.).
- Applicants must have a negative DOT Pre-Employment drug screen on file. If not, one will be scheduled for them.
- Applicants must have attended DelDOT’s Drug and Alcohol training class within the last five years. If they have not, applicants are responsible for scheduling this training on one of the dates listed on the snow volunteer website. Training must be completed prior to December 3, 2014, in order to be accepted into this program.
- All approved snow/ice volunteers will be placed in the Random Drug Testing Program through April 15 (unless they previously volunteered in their merit positions to be included in random testing).
- For DelDOT applicants, supervisory approval is required. Additionally, any DelDOT employee who has less than “meets expectations” on the most recent performance review or has had disciplinary action in the last two years will not be permitted to participate in this program.
- If the applicant is a retired State employee, you cannot volunteer for this program until you have been separated from State service for a minimum of six months.

Duties

CREW LEADER (\$18.45/hr): This duty provides on-site supervisory assistance including communication with employees and maintenance supervisors and coordination of traffic and route designation.

NON-CDL EQUIPMENT OPERATOR (\$18.45/hr): This duty provides operation of trucks (under 26,000 GVWR) for clearing roads, loaders for material supply, etc.

CDL EQUIPMENT OPERATOR (\$22.60/hr): This duty provides operation of CDL equipment.
(NOTE: Employee must have a valid CDL and meet the medical qualifications of the CDL.)

MECHANIC (\$22.60/hr): This duty provides repair to heavy equipment.
(NOTE: Employee must have a valid CDL and meet the medical qualifications of the CDL.)

**DELDOT SNOW & ICE CONTROL VOLUNTEER PROGRAM
2014/2015 APPLICATION**

Name: _____ Home Address: _____

Home Phone: _____ Personal Cell Phone: _____ Work Phone: _____

Driver's License # (include State): _____ E-mail: _____

Retired State Employee (DeIDOT or other State agency)? Yes No If yes, date retired: _____

Current DeIDOT Merit Employee? Yes No If yes, please answer the following questions:

Division/Section: _____

Current Position Title: _____

Current Work Schedule: (i.e. M-F, 8:00 to 4:30) _____

Supervisor Name/Title: _____

Are you self-service for timekeeping? Yes No If no, timekeeper's name: _____

Choose Duty

(*If you are willing to perform more than one duty, please prioritize.)

Crew Leader Non-CDL Equipment Operator CDL Equipment Operator Mechanic

Please list previous experience with snow and ice control: _____

Choose District

(*If you are willing to work in more than one district, please prioritize)

South District Central District Canal District North District

Sign Form

Employee Signature

(Date)

Supervisor Signature

(Date)

Driver's License

A copy of your driver license (front and back) must accompany this form. **If you have selected a CDL-required duty, a copy of your medical examiner's certificate in addition to your driver license must also accompany this form. CDL medical certificate must be valid through April 15, 2015.**

Submissions

Scan/e-mail, hand-deliver, inter-office and/or US postal mail accepted. (NOTE: Faxes are no longer accepted.)

Scan and e-mail all required forms and driver license (front and back) to Terri Stoakley at Terri.Stoakley@state.de.us

Mail to: Terri Stoakley, DeIDOT – Maintenance & Operations, PO Box 778, Dover, DE 19903

If using inter-office mail, State Location Code (SLC) is T615.

If this application is not filled out completely, you will not be accepted into the program.

ALL DOCUMENTS MUST BE RECEIVED BY FRIDAY, SEPTEMBER 12, 2014