



*City of Davis - City of West Sacramento - City of Winters  
City of Woodland - County of Yolo  
Ex Officio: CalTrans District 3 - University of California, Davis*

**Yolo County Transportation District**  
350 Industrial Way, Woodland, CA 95776  
(530) 661-0816 - (530) 661-1732 fax  
[www.yolobus.com](http://www.yolobus.com)

## **Paid Internship Position**

### **Title: Transportation Planning Internship**

The Yolo County Transportation District (YCTD), its office is located in Woodland California, operates both local and intercity transit service in the cities of Davis, West Sacramento, Winters, and Woodland and provides service to unincorporated areas of Yolo County. Additionally, YCTD is also the Congestion Management Agency for Yolo County. There are twelve (12) in-house full time employees, in addition to 100 contract employees.

**Description:** Assist in transportation planning, marketing, and operations. These activities will include: performing route and schedule planning; designing, implementing, tabulating and analyzing surveys; maintaining transit facilities and bus operations databases; performing reviews of routes and transit facilities for appearance, safety, and access; responding to passenger comments; riding buses and providing written observations; providing staff assistance in the preparation of agendas and staff reports for meetings; taking detailed notes/minutes at meetings; taking photo IDs and answering phones; performing other transportation planning, marketing, and operations projects; assisting in the implementation of YCTD's automatic vehicle location system; utilizing YCTD's sign-making equipment, making and installing route and schedule information on bus stop signs; assisting in the design, maintenance, and updates of YCTD's web site; delivering and picking up meeting packets, schedules, and other items on behalf of YCTD; assisting in development reviews; assisting in the development of bus routes and schedules; assisting in the design of various marketing materials; and performing other related tasks assigned by Executive Director or designee.

**Requirements:** Must be currently enrolled in at least half-time academic or vocational and technical course load in an accredited higher educational institution (except during the summer and up to twelve (12) months after graduation). Must have a valid California driver's license and vehicle insurance coverage.

Course work in transportation planning, urban planning, statistics, mathematics, computers, marketing, business, or related field is desired. Working computer and database knowledge is preferred, including experience with Windows, Word, Excel, Access, and Power Point.

Bilingual (Spanish/English) is desired, though not required.

### **Financial**

**Information:** Position is an independent contractor. Free YOLOBUS bus pass provided during internship. Mileage reimbursement provided, excluding commute. Refer to separate attachment for wage rates.

### **CONTACT:**

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**Please submit resume, cover letter, and hand writing sample.** It may be mailed, e-mailed or faxed.