



**CITY OF EL MONTE  
HUMAN RESOURCES DEPARTMENT  
Job Opportunity**



POSTING DATE: April 10, 2012

**EXAM NUMBER**  
04-2012

**Re-Advertised  
TRANSPORTATION DRIVER  
(Part Time)**

**(Open and Promotional)**

**Open to the Public and Current City of El Monte Employees**

This position is a part-time position. The City is seeking highly skilled and professional Commercial Drivers.

This position will assist with The City of El Monte Transportation Services programs, averaging approximately 15-25 hours per week. Programs run Monday through Sunday, with hours ranging from 4:30 a.m. to 11:00 p.m.

This person will work directly with the Public Works Department in the Transportation Services Division.

Positions in this classification will be required to work a variety of hours including split shifts, evenings, weekends and holidays

**FILING DATE**

**Open and Continuous. First application review will be April 23, 2012.**

**SALARY**

\$16.00 Per Hour

**REQUIREMENTS**

Education and/or Experience: High School or General Education Degree (GED), and must possess twelve (12) months experience within the last three (3) years in the safe operation of a transit, paratransit, recreation or school bus.

**Minimum age of 21 years.**

Must have and maintain a valid California Commercial (Class A or B) Driver's License with Passenger Endorsement, Airbrake Certification, and current California Department of Motor Vehicle Medical Certificate, with a good driving record.

Must submit with application a Verification of Transit Training (VTT) document or School Bus Certificate and a current Department of Motor Vehicle (DMV) H-6 Activity printout (obtained within the last 30 days).

Desired at the time application is submitted but not required:

- CPR and First Aid certification (in-house training provided).

Ability To:

- Read, write, and convey directions and/or instructions.
- Remain professional and courteous when dealing with the occasional disagreeable or disorderly passenger or client.
- Work with people with disabilities and elderly individuals.
- Bilingual is desirable.

**ADDITIONAL REQUIREMENTS**

Instructions for completing your application: The acceptance of your application will depend on whether you have clearly shown that you meet the selection requirements. In the License or Certificate Section of your application, be sure to give Title of Registration, Number, Issue Date, Date of Expiration, and Name of Issuing Agency.

**A copy of any/all of the above-listed required Licenses/Certificates/Degrees must be attached to your Application (excluding Driver's License).**

**EXAMINATION INFORMATION**

Oral Interview weighted at 100%

**ELIGIBLE  
INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the Eligibility List in the order of their score group for a period of twelve months following the date of promulgation.

**ESSENTIAL JOB  
FUNCTIONS**

Essential Duties and Responsibilities include the following (other duties may be assigned):

- Operate various size gasoline, diesel, or Compressed Natural Gas powered buses to transport passengers in a variety of transit or social services programs.
- Perform thorough pre- and post-trip vehicle inspections.
- Deploy hydraulic and/or pneumatic wheelchair lifts for boarding and alighting of disabled riders, and assisting those riders as necessary.
- Ensure wheelchairs are properly secured and rider is properly seat belted.
- Answer questions regarding routes, schedules, transfer points, and fares.
- Maintain accurate records such as mileage, driving time, passenger count, mechanical issues or needed repairs, etc.
- Keep bus clean and safe of interior hazards while on the road.
- Fuel assigned vehicles.
- Use two-way radio or cellular device to report interruption of service or request medical help.

**ESSENTIAL JOB  
FUNCTIONS  
(cont.)**

Local Transit/Shuttle Drivers will also perform the following tasks:

- Transport passengers along scheduled routes on specific time tables.
- Collect correct fare and verify eligible and valid passes.
- Call out names of transit stops along route.

Social Services Drivers will also perform the following tasks:

- Pickup and drop off passengers at designated stops and locations.
- Keep to time schedules and route assignments.
- Assist passengers with boarding and alighting.
- Collect correct fare and verify eligible and valid passes as applicable.

**PHYSICAL  
DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; however, a Commercial Driver's license requires satisfactorily passing the California Department of Motor Vehicle Medical Examination. Bus Drivers are required to pass this physical exam every two years or as needed.

While performing the duties of this job, the employee is regularly required to sit for long periods of time; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is required to stand, walk, bend stoop, kneel and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 25 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**WORK  
ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate but may increase occasionally. Stress level of this position is low to moderate may increase depending on traffic, weather conditions and the occasional disagreeable passengers.