

DRIVER

HOURLY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
SALARY	\$9.62	\$10.10	\$10.62	\$11.16	\$11.73	\$12.33	\$12.96

APPLY IMMEDIATELY! Applications for this part-time position will be accepted by the City's Human Resources Department until the city needs are met. Applicants must submit proof of Class B California Driver's license.

THE POSITION:

Under close supervision, transports seniors, disabled persons and volunteers to and from scheduled destinations throughout the City of Inglewood. Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics:

- 1. Performs pre-trip checklist to verify safety inspections and maintain vehicle;**
- 2. Checks operation of wheelchair lifts and restraint devices for safe operation; washes and cleans vehicles.**
- 3. Collects fares from passengers for transportation service; Conducts surveys to ensure passenger satisfaction; Communicates with transportation division staff to determine and verify time and place of pick-ups and deliveries;**
- 4. Maintains mileage logs, duty status, time sheets, and schedule/appointment records.**

QUALIFICATIONS:

Interested parties must complete an official City application using blue or black ink and have a high school diploma or equivalent, **AND** have one-year driving public transportation driving experience. **Must possess at the time of application and maintain a valid California Class "B" Driver's**

License. Incumbents in this classification may be subject to participate in the Department of Transportation drug-testing program.

PART-TIME POSITIONS:

All part-time positions are At-Will and can be terminated with or without notice based on the City needs. Temporary Part-Time employees work less than 20 hours per week **OR**

less than fifty-two (52) weeks per year **AND** are not classified as civil service. Non-civil service, temporary, and/or part-time positions **do not** come with fringe benefits.

NOTE:

In accordance with the Immigration Reform and Control Act of 1986, all persons hired after 1986 must verify identity and entitlement to work in the United States by providing required documentation. The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal opportunities regardless of Race, Color, Disability, Sex, Religion, Age or National Origin.

OPEN: 11/18/2009 EPN: Part-time

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