



CITY OF BUENA PARK
invites applications for the position of:

Bus Driver

SALARY: \$17.25 - \$19.02 Hourly
\$2,990.00 - \$3,296.80 Monthly
\$35,880.00 - \$39,561.60 Annually

OPENING DATE: 04/12/23

CLOSING DATE: Continuous

JOB BULLETIN:

Are you seeking a part-time Bus Driver job opportunity?

*The City of Buena Park seeks kind, patient, understanding, courteous, and outgoing individuals who love working with senior citizens. We need Bus Drivers who want to enhance the quality of life for our seniors. **Apply today** and become part of a team that helps our greatest generations enjoy the best years of their lives with dignity, respect, and of course FUN!*

The Buena Park Senior Center is one of the largest and busiest senior centers in the region. We take pride in our friendly atmosphere and great number of activities for individuals 50+. Our mission is to provide our mature adult population with a diverse offering of recreational, educational, social, and human service programs. We do this in an environment which promotes a spirit of dignity and limitless potential for later life enrichment.

This part-time position works approximately 20 hours per week and requires the availability to work a varied schedule between the hours of 7:30 am to 4:30 pm Monday through Thursday.

THE POSITION

Under general supervision, the Bus Driver operates a 16-passenger bus or van to transport senior citizens to various senior center functions, medical appointments and other destinations; performs basic bus safety inspections daily; assists passengers on and off assigned vehicles; assures the safety of passengers while riding in assigned vehicles; and performs other related duties as required. This part-time position works approximately 20 hours per week.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Uses a telephone to contact senior citizens regarding their attendance at a Community Services facility.
2. Drives a City van/vehicle to the homes of senior citizens and transports them via streets or freeways to a community center, shopping/market facility or a special trip destination.
3. Interacts and communicates with senior citizens.
4. Fills Community Services van/vehicles with fuel.

5. Notifies Driver/Scheduler regarding vehicle service needs/problems, vehicle defects and discontinues vehicle operation when unsafe.
6. Physically assists senior citizens getting into and out of a City van/vehicle.
7. Completes forms regarding transportation assistance details.
8. May assist in answering the telephone and provides basic information to callers and takes and relays messages.
9. Operates a personal computer and uses applicable software.
10. Lifts and carries food items, community center supplies and other items weighing 40 pounds or less.
11. Plans efficient routes and maintains daily route schedules.
12. Reviews applications for new shuttle clients.
13. Calls no show passengers and enforces no show policy.
14. Loads and unloads wheelchair passenger(s) using a lift gate.
15. Properly secures wheelchairs and other accessories in the vehicle.
16. Compiles and prepares daily and weekly, activity and accident reports, and other trip statistics such as mileage, fees collected, and number of daily passengers served.
17. Receives and dispatches information (as needed) via cellular phone while vehicle is stopped and safely parked.
18. Conducts daily vehicle inspections.

QUALIFICATIONS GUIDELINES

Knowledge of: Safety principles and practices applicable to bus operations including the California Vehicle Code, state traffic regulations and pertinent municipal codes; bus safety and maintenance inspection practices; effective customer service techniques.

Ability to: Safely operate a passenger bus effectively, safely and according to City and state traffic regulations; keep records and submit reports; communicate effectively and cooperatively with customers; inspect bus for safe operation; identify and report equipment malfunctions and safety hazards; communicate effectively, both orally and in writing; establish and maintain effective working relationships with co-workers, supervisors, management, departmental representatives, and the general public.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees assist senior citizens getting into and out of a City van/vehicle; employees are frequently required to stand and walk on slippery and uneven surfaces, sit, twist, climb stairs and inclines, reach, bend, grasp, lift, push, pull, drag and carry food and/or supplies and other items weighing 40 pounds or less; operate a computer, keyboard and related equipment and a vehicle on City business, will be exposed to gasoline, vehicle emissions and vehicular traffic and may be exposed to the elements; must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with staff, management, vendors, contractors, the public, and others encountered in the course of work.

WORK ENVIRONMENT

Employees typically work in office conditions, and the noise level is usually quiet, at or below 85

decibels levels.

EDUCATION/TRAINING/EXPERIENCE:

Graduation from high school or G.E.D. equivalent and six months of experience and training in the operation of a bus weighing two or more tons is required. Experience with senior citizens is *highly desirable*

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS:

A valid Class B California driver's license with passenger endorsement and acceptable driving record, and evidence of insurance are required. Ability to complete First Aid, Cardiopulmonary Resuscitation (CPR), and Defibrillator Training is required within six months of assignment to this classification. Ability to maintain appropriate medical certification and endorsements required by the Department of Transportation and Department of Motor Vehicles for the operation of a public bus.

APPLICANT INFORMATION/EXAM WEIGHT:

Applicants must file a concise and complete City application regarding their qualifications for the position online through the Human Resources Department webpage at www.buenapark.com/hr as soon as possible. Applications may be accompanied by a resume describing experience, education and training in relation to the requirements of the position, however resumes will not be accepted in lieu of a City employment application.

All applications will be reviewed and only those candidates determined to be **most qualified on the basis of experience and education, as submitted, will be invited to participate in the selection process. The selection process may include, but is not limited to oral interview and/or written exams and oral presentations. Successful candidates will be placed on the employment eligible list from which hires may be made. The list is valid for up to one year, unless exhausted sooner.**

The City of Buena Park is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.

The City of Buena Park Alcohol and Drug Abuse Policy requires that all applicants undergo drug and alcohol testing prior to employment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.buenapark.com/HR>

Position #23-00506
BUS DRIVER
DA

6650 Beach Boulevard
Buena Park, CA 90620
714-562-3515
714-562-3512

jobs@buenapark.com

Bus Driver Supplemental Questionnaire

- * 1. I understand that an incomplete application may lead to disqualification from the recruitment process and I have supplied all the applicable information in my application. Leaving items blank or noting "See Resume" are not acceptable.
 - Agree
 - Disagree
- * 2. What is your highest education completed?
 - No Diploma
 - High School or G.E.D.
 - Some College - 59 units or less
 - Some College - more than 60 units
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
- * 3. Do you understand that proof of your high school diploma/GED and/or higher education degree, must be submitted along with your application?
 - Yes
 - No
- * 4. Tell us why you want to work at the Buena Park Senior Activity Center.
- * 5. A valid California class B driver's license, acceptable driving record, and evidence of insurance is required for this position. What type of Driver License do you possess?
 - I do not have a valid California driver license
 - Class C, non-commercial license
 - Class A, non-commercial license
 - Class, C, commercial license
 - Class B, commercial license, with passenger endorsement
 - Class A, commercial license
- * 6. Please describe your experience working with senior and/or disabled populations (if any). If no experience, please indicate N/A.
- * 7. Please list the days/hours you are available to work.
 - Monday Morning
 - Monday Afternoon
 - Monday Evening after 4:00 p.m.
 - Tuesday Morning
 - Tuesday Afternoon
 - Tuesday Evening after 4:00 p.m.
 - Wednesday Morning
 - Wednesday Afternoon
 - Wednesday Evening after 4:00 p.m.
 - Thursday Morning
 - Thursday Afternoon
 - Thursday Evening after 4:00 p.m.
 - Friday Morning
 - Friday Afternoon
 - Friday Evening after 4:00 p.m.
 - Saturday Morning
 - Saturday Afternoon
 - Saturday Evening after 4:00 p.m.
 - Sunday Morning

Sunday Afternoon

Sunday Evening after 4:00 p.m.

- * 8. Do you acknowledge that if invited to interview, applicants will be required to submit a DMV printout of their driving records (H-6 only) not more than 30 days old?
- Yes, I acknowledge if invited to interview I will be required to submit a DMV printout of my driving record (H-6) not more than 30 days old from date of interview.
- No, if invited to interview, I will not be able to submit an H-6 printout.
- * 9. Failure to submit your proof of high school diploma/GED and/or higher education degree will result in an incomplete application and disqualification from the recruitment process. Have you uploaded your high school diploma/GED and/or higher education degree?
- No
- Yes

* Required Question