

CITY OF ARVIN  
PART-TIME / FULL-TIME BUS DRIVERS

Class A or B Drivers Lic. w/ Passenger endorsement, valid VTT or GPPV cert. and DMV Medical cert. Clean driving history. DMV H6 print-out at time of application. Min 1 yr exp. Mandatory drug & alcohol testing. Bilingual (Spanish) a plus.

Application and job description are available on-line at [www.arvin.org](http://www.arvin.org) or by calling (661) 854-3134. Send application via mail or hand-deliver to City Clerk, City of Arvin, City Hall, 200 Campus Dr., P.O. Box 548, Arvin, CA 93203, via e-mail to [cvela@arvin.org](mailto:cvela@arvin.org), or via fax at (661) 854-0817. Positions opened until filled.

**Bus Driver  
City of Arvin  
Essential Function Job Description**

- I. Position Title: Bus Driver
- II. Employment Classification: Non-Exempt  
(Employment Classification applicable to full-time only)
- III. Department: Transportation Department
- IV. Responsible to: Transportation Supervisor
- V. Fundamental Objective: Under direct supervision of the Transportation Supervisor, drive a bus over designated routes, obeying all safety rules and regulations. Perform other duties as required.
- VI. Level of Supervision Required: Moderate
- VII. Supervisory Responsibilities: None
- VIII. Essential Job Duties and Responsibilities:
  - A. Drive a bus to transport passengers to their destinations using designated routes in accordance with time schedules and Department regulations.
  - B. Maintain daily pre-trip for buses.
  - C. Maintain daily passenger logs.
  - D. Inform Transit Manager when bus is in need of maintenance.
  - E. Wash and maintain buses.
  - F. Perform emergency maintenance repairs when necessary.
  - G. Ensure in-service hours are met.
  - H. Assist in preparation for annual CHP inspection.
  - I. Fill in for Dispatcher when needed.
- IX. Marginal Job Duties and Responsibilities: None
- X. Minimum Qualifications:
  - A. High School diploma or GED certificate.
  - B. Knowledge of safe driving practices; knowledge of the provisions of the California Vehicle Code; ability to drive a bus safely and efficiently; ability to maintain order among the public; ability to recognize malfunctions in equipment and take appropriate action; ability to learn a designated bus route, including stops and traffic hazards; ability to maintain simple records; ability to follow written and oral directions; and ability to work cooperatively with others.
  - C. Submit to pre-employment and random drug testing.

- D. Possess a current General Public Para-transit Certificate
  - E. Possess a certificate of Transit Training (DL260A) for the Transit Driver.
  - F. Requisite reading, mathematical, written language and verbal skills in order to perform the essential functions of the job as listed in Section VIII.
  - G. Possess a valid Class B California driver's license with passenger endorsement and a driving record acceptable to the Department's insurance underwriter.
  - H. Possess a current Medical Certificate
- XI. Essential Position Requirements:
- A. Use a wheel chair lift to load and unload disabled passengers. (F)
  - B. Use a two-way radio. (F)
  - C. Use a fare box to receive money from passengers (F)
  - D. Drive buses to transport passengers from one location to another. (F)
- XII. Marginal Position Requirements - None
- XIII. Essential Physical Requirements:
- A. Body Position and Movement
    - 1. Sit to operate a bus. (F)
    - 2. Stand to load and unload passengers, work with public and other employees as needed. (F)
    - 3. Walk to inspect outside of vehicle. (F)
    - 4. Kneel, crouch and stoop to check tires, oil or air leaks. (F)
    - 5. Twist upper body to maneuver busses through traffic. (F)
  - B. Object Manipulation
    - 1. Load wheelchairs for passengers, (heavy, bulky) – lift, pull, push. (F)
    - 2. Use a punch to punch transfers – grasp, squeeze. (F)
    - 3. Use a two-way radio to send and receive calls – lift, hold push. (F)
    - 4. Operate the steering wheel to move and turn vehicle – grasp, turn. (F)
    - 5. Operate the Maxi-brake in emergency conditions – reach, push, pull. (O)
    - 6. Use the fair box to keep count of riders and fare – push. (F)
    - 7. Operate the door handle for entry and exit – reach, twist, pull. (F)
  - C. Simultaneous Object Manipulation
    - 1. Drive a bus while watching for passengers or operating a two-way radio. (F)
  - D. Environmental Demands
    - 1. Exposure to extreme cold or extreme heat when driving in winter or summer months. (O)
    - 2. Working outdoors to operate a transit bus. (F)
    - 3. Exposure to fumes/odors when operating a bus. (O)

4. Exposure to dust when making stops in areas where there are no sidewalks. (O)
5. Exposure to traffic conditions. (F)
6. Exposure to fumes/odors when working near buses. Risk involves exposure to gasoline fumes resulting in possible respiratory discomfort.

XIV. Marginal Physical Requirements

- A. Body Position and Movement
  1. Squat to lock down wheelchairs. (O)
- B. Object Manipulation - None
- C. Simultaneous Object Manipulation – None
- D. Environmental Demands - None



Have you been convicted of a felony in the last 7 years?  Yes  No

If Yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

Do you have any physical conditions which may limit your ability to perform the job applied for?  Yes  No  
 (A physical examination will be required before a final consideration for employment.)

### Education and Training

| Circle Highest Grade Completed | Name of School | Location | Graduated                    |                             |
|--------------------------------|----------------|----------|------------------------------|-----------------------------|
| 8 9 10 11 12                   |                |          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| College or Vocational School Attended   | Location | Attendance From- To | Degree-Year | Major | Units Completed |
|---|----------|---------------------|-------------|-------|-----------------|
|   |          |                     |             |       |                 |
|   |          |                     |             |       |                 |
|   |          |                     |             |       |                 |
|   |          |                     |             |       |                 |
| Describe Specialized Training, Apprenticeship, Skills, and Extra- Curricular Activities |          |                     |             |       |                 |

|   |  |
|---|--|
| List Professional, trade, business or civic activities and offices held.<br>(You may exclude those which indicate race, color, religion, sex, or national origin) |  |
|---|--|

State any additional information you feel may be helpful to us in considering your application.

Indicate languages you speak, read, and/or write.

|       | Fluent | Good | Fair |
|-------|--------|------|------|
| Speak |        |      |      |
| Read  |        |      |      |
| Write |        |      |      |

## Employment Experience

List all positions you have held in the last ten years. Positions held prior to the last ten years should be listed if directly related to the position for which you are applying. Account for volunteer, part-time and military positions. Put your present or most recent job first. Attach a resume or additional sheets if necessary.

|                     |                |         |                          |  |                      |  |
|---------------------|----------------|---------|--------------------------|--|----------------------|--|
| Employer:           |                |         | Address:                 |  | Your Title:          |  |
| From:               | Mo:            | Year:   | Supervisor's Name/ Title |  | Telephone No.<br>( ) |  |
| To:                 | Mo:            | Year:   | Describe Job Duties      |  |                      |  |
| Salary              | Start          | Highest |                          |  |                      |  |
| Hours/<br>Week      | No. Supervised |         |                          |  |                      |  |
| Reason for leaving: |                |         |                          |  |                      |  |

|                     |                |         |                          |  |                      |  |
|---------------------|----------------|---------|--------------------------|--|----------------------|--|
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| To:                 | Mo:            | Year:   | Describe Job Duties      |  |                      |  |
| Salary              | Start          | Highest |                          |  |                      |  |
| Hours/<br>Week      | No. Supervised |         |                          |  |                      |  |
| Reason for leaving: |                |         |                          |  |                      |  |

|                     |                |         |                          |  |                      |  |
|---------------------|----------------|---------|--------------------------|--|----------------------|--|
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| To:                 | Mo:            | Year:   | Describe Job Duties      |  |                      |  |
| Salary              | Start          | Highest |                          |  |                      |  |
| Hours/<br>Week      | No. Supervised |         |                          |  |                      |  |
| Reason for leaving: |                |         |                          |  |                      |  |

**References:** Give name and home or business address of three persons not related to you who have knowledge of your character, work experience and ability.

| Name: | Address: | Telephone No. | Business No. |
|-------|----------|---------------|--------------|
|       |          |               |              |
|       |          |               |              |
|       |          |               |              |

**Special Employment Notice to Disabled Veteran's, Vietnam Era Veteran's, and Individuals with Physical or Mental Handicaps.**

Government contractors are subject to 38 USC 2012 Vietnam Era Veteran's Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to make affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

Handicapped Individual     Disabled Veteran     Vietnam Era Veteran

Signed \_\_\_\_\_

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment. I understand that false or misleading information given in my application or interview(s) may result in discharge. I understood, also, that I am required to abide by all rules and regulations of the Company.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

| FOR CITY OF ARVIN USE ONLY |                              |                             |                          |
|----------------------------|------------------------------|-----------------------------|--------------------------|
| Arrange Interview          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                          |
| Remarks                    | _____                        |                             |                          |
|                            | _____                        |                             |                          |
|                            |                              | INTERVIEWER                 | DATE                     |
| Employed                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Date of Employment _____ |
| Job Title                  | Hourly Rate/Salary           | Department                  |                          |
|                            | By                           | _____                       | _____                    |
|                            |                              | NAME & TITLE                | DATE                     |