



The City of Simi Valley is accepting applications for:
Transit Coach Operator Trainee (Bus Driver)
Temporary/Part-time

Salary: \$20.47 per hour

This recruitment is open until filled and may close at any time.

The Position: Safely operates a transit coach and paratransit vehicle on assigned routes. Greets all customers in a cheerful manner; gives directions and other information to the public; maintains order on buses; prepares detailed reports of any incidents and other simple reports as required; properly accounts for all fares; observes all traffic, City/Department, and other applicable rules and regulations; reports any mechanical problems or damage to immediate supervisor; checks and maintains cleanliness of coach interior; empties trash container; fuels and checks/inspects oil levels on a daily basis; and performs other related duties, as assigned.

The ideal candidate will possess the ability to:

- Be professional and courteous to the public;
- Follow concise directions;
- Be an effective communicator; and
- Provide safe transportation to the public.

Must be willing to work varied hours including operational holidays, Saturdays, early morning hours (from 4:30 a.m.), and/or evenings (until 8:30 p.m.).

Requires:

Equivalent to the completion of the twelfth grade. Some experience in the operation of a transit vehicle is desirable.

Must possess or be able to obtain the following:

- A Medical Examination Certification within 48 hours of hire;
- An appropriate, unrestricted, valid commercial driver's license with passenger and air brake endorsements within the training period provided; and
- A Verification of Transit Training (VTT) certificate within the training period provided.

How to Apply: Visit www.Calopps.org to apply on-line or contact Human Resources via e-mail at jobs@simivalley.org or call (805) 583-6743. Resumes will not be accepted in lieu of the City's application materials.

Selection Process: Although candidates may meet the minimum qualifications listed, an interview is not guaranteed as interviews may be limited to those who possess the best combination of qualifications for this position.

Applicants seeking Veteran's Preference must submit form DD214.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.

AN EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked at any time.

CITY OF SIMI VALLEY

Supplementary Information (Transit Coach Operator Applicants)

PLEASE ANSWER THE FOLLOWING QUESTIONS. DO YOU POSSESS A VALID:

1. COMMERCIAL DRIVER'S LICENSE WITH PASSENGER ENDORSEMENT? YES NO
2. COMMERCIAL DRIVER'S LICENSE WITH AIR BRAKE ENDORSEMENT? YES NO
3. MEDICAL EXAMINER'S CERTIFICATE (DL51A)? YES NO
4. CALIFORNIA VERIFICATION OF TRANSIT TRAINING (VTT) DOCUMENT? YES NO

VERIFICATION OF DOCUMENTS/CERTIFICATES WILL BE REQUIRED AS A CONDITION OF EMPLOYMENT.

LIST ALL DRIVER'S LICENSES YOU HAVE HELD IN THE PAST THREE YEARS:

	STATE	LICENSE NUMBER	CLASS	EXPIRATION DATE	CURRENTLY VALID (YES OR NO)

DRIVING EXPERIENCE RECORD

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (Bus, Van, Truck & Trailer)	FROM	DATES	TO	APPROX. NO. OF MILES (TOTAL)

ACCIDENT RECORD FOR PAST THREE YEARS (DO NOT INCLUDE INFORMATION REGARDING CONVICTIONS)

MONTH/YEAR	TYPE ACCIDENT	TYPE EQUIP.	CITY OR COUNTY	NIGHT OR DAY	EMPLOYER

MOVING VIOLATIONS FOR PAST THREE YEARS (Other Than Parking Tickets.) (Attach Sheet if Needed.)

LOCATION	DATE	CHARGE	PENALTY

APPLICANT: READ AND SIGN BEFORE SUBMITTING THIS APPLICATION.

It is agreed and understood that the employer or his/her agents may investigate the applicant's background to ascertain any and all information of concern to applicant's record, whether same is of record or not, and applicant releases employers and persons named herein from all liability for any damages on account of his/her furnishing such information.

The applicant agrees to furnish such additional information and complete such examinations as may be required to complete his/her employment file.

It is agreed and understood that this application for employment in no way obligates the employer to employ the applicant.

It is agreed and understood that if hired, the employee may be on a probationary period during which time he/she may be discharged without recourse.

This certifies that this application was completed by me, and that all entries on it and information on it are true and complete to the best of my knowledge.

APPLICANTS SIGNATURE _____ DATE _____