

CITY OF INGLEWOOD

Inglewood

All-America City

Human Resources Department

NON-BENEFITED/AT-WILL POSITION

Announces an Employment Opportunity for

DRIVER

SALARY: \$9.62 to \$12.96 per hour depending on experience

APPLY IMMEDIATELY! Interested parties must submit an official City application; resumes are accepted but not in lieu of city application. Applications for this part-time position will be accepted by the Human Resources Department until a sufficient number of qualified applications have been received. Applicants must submit proof of Class B California Driver's license when submitting application materials.

THE POSITION:

Under close supervision, transports seniors, disabled persons and volunteers to and from scheduled destinations throughout the City of Inglewood. Examples of duties include but are not limited to:

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

TO QUALIFY: You must have a high school diploma or equivalent AND one-year experience driving public transportation vehicles. Must possess at the time of application and maintain a valid California Class "B" Driver's License. Selected candidates will be fingerprinted and must pass a criminal background check prior to appointment to the position.

SELECTION PROCESS:

Only those applicants whose work history closely matches the city needs will be invited to interview with the Hiring Manager. Applicants will be notified via mail, telephone, or email once all applications have been reviewed for minimum qualifications. Rejected applications shall be notified via US Mail once position is filled.

PART-TIME POSITIONS:

All part-time positions are At-Will and can be terminated with or without advance notice based on the City needs. Part-Time employees can work up to 1000 hours per the California Public Employee Retirement System between July 1st and June 30th each year **AND** are not classified as civil service. These positions are not eligible to receive medical, dental, or any other fringe benefits. All newly hires must complete a medical questionnaire and will be fingerprinted for a criminal background check. The provisions in this announcement DO NOT constitute an expressed or implied contract or offer of employment. Any and all statements in this job announcement may be changed, modified or revoked at anytime with or without further notice.

CONVICTIONS for violations of law must be fully disclosed. Failure to report convictions may result in dismissal. Convictions are not an automatic disqualifier; failure to provide accurate penal codes and convictions will be disqualified. The City reserves the right to fingerprint all prospective employees and volunteers prior to beginning any assignment.

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.

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