**INGLEWOOD**  
**CALIFORNIA**

An Announces an Employment Opportunity For A

**DRIVER**

**FULL TIME & PART-TIME**

**SALARY:** $11.91 to $16.95 per hour

**THE POSITION:**
Under close supervision, transports seniors, disabled persons and volunteers to and from scheduled destinations throughout the City of Inglewood. This job classification is subject to random drug testing pursuant to the Department of Transportation Rules and Regulations.

**ESSENTIAL TASKS:**
- Performs pre-trip checklist to verify safety inspections and maintain vehicle;
- Checks operation of wheelchair lifts and restraint devices for safe operation;
- Washes and cleans vehicles;
- 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;
- Maintains mileage logs, duty status, time sheets, and schedule/appointment records.

**MINIMUM QUALIFICATIONS:**
- High school diploma or equivalent;
- Possess and maintain a valid California Class "B" Driver’s License;
- Familiarity with Inglewood and surrounding communities;
- Ability to follow written and verbal instruction in English;
- One-year experience driving public transportation vehicles;
- Demonstration good citizenship, honestly, loyalty, ethical behavior, and sobriety;
- Ability to follow suggestions of management for improvement of service;
- Willingness to cooperate with other employees and the public at all times on or off duty.

All selected candidates must complete a medical questionnaire, be fingerprinted, provide proof of eligibility to work in the United States, and present their social security card BEFORE beginning employment with the City of Inglewood.

**APPLY IMMEDIATELY:** Interested parties must complete an official City application using black ink or complete an application online at [https://www.cityofinglewood.org/Jobs.aspx](https://www.cityofinglewood.org/Jobs.aspx) Resumes are accepted but not in lieu of the official City application. Applicants must submit proof of Class B California Driver's license and complete a conviction supplement to submit application materials.

**THE SELECTION PROCESS** for this position will consist of an application review to ensure that all applicants meet the minimum requirements for the job classification. Applicants deemed as most qualified will be invited to participate in the selection process for this position.

The Selection Process may consist of written multiple choice exam, oral exam and/or a skills assessment. To continue in the selection, you must score a minimum of 70% on each test part. Candidates achieving a minimum score of 70% shall have their names placed on an eligibility list for this position. The hiring authority shall interview the top candidates on the eligibility list to make an official appointment to this job classification.

All employment offers are contingent upon successful completion of fingerprint/background check, provision of evidence of freedom from tuberculosis, and clearance following medical exam by City approved/authorized physician. In addition, submission of proof of any necessary licenses/certificates.

Some positions within this job classification are grant-funded and are not a part of the Civil Service System. Grant Funded positions are considered transitional position and may be eliminated when grant funds are no longer available.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.
Applications will be accepted Monday – Thursday from 7:30 a.m. to 5:00 p.m. and every other Friday from 7:30 a.m. to 5:00 p.m. for all open positions unless otherwise stated on the job announcement. Resumes will not be accepted in lieu of a City application form, but may be attached to the City’s form.

Supplemental Questionnaires are required for some classifications along with proof of degree and certification requirements should the position require such.

Applications are subject to review for legibility and eligibility. Only applicants who application materials clearly meets the minimum qualifications as demonstrated in their application materials and whose training and experience best meet the needs of the City will be invited to participate in the selection process.

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.

Changes of name, address, or telephone number must be communicated to the Human Resources Department immediately to ensure proper delivery of notices and information regarding the selection process or status of application materials.

VETERANS POINTS may be awarded for entry level examinations. To qualify, applicants must submit form #DD214 with application materials.

TYPES OF RECRUITING EXAMS

“OPEN” examination is a competitive examination open to all interested and qualified applicants.

“PROMOTIONAL ONLY” examinations shall be limited to permanent City employees. You must be currently employed by the City in a permanent full time, probationary, and/or permanent part-time status to participate in the selection process.

“INTERNAL” (Simplified Selection Process) For positions involving unskilled labor, domestic, attendant, or custodial work, or for which a period of City employment is determined to satisfy a specific testing process.

Qualified applicants are those who meet the minimum qualifications, and whose training and experience as described in the application packet best meet the needs of the City.

Qualified applicants will receive notification of the date, time, and place of examination(s) by one or more of the following: Email, US mail, or telephone. Disqualified applicants will receive notification of their status by email or US mail.

ELIGIBILITY LISTS

An eligibility list will be established consisting of names of those candidates who have passed all portions of the examination process. Names shall be arranged in ranking order based on final scores. Test takers must pass each test part with a minimum score of seventy percent (70%) to have their name placed on the eligibility list for the job classification.

Pursuant to Inglewood’s Civil Service Rules and Regulations Rule IV Section (d) New names may be added to an eligible list from time to time dependent upon obtaining of additional qualified candidates pursuant to the selection process or as a result of a reduction of force.

Appointments will be made from candidates in the top three rankings on the eligibility list who are ready, willing, and able to accept a position. The manager of the hiring department shall interview the top three ranks for fit into their operation. Eligible candidates who are not selected names will be returned to the eligibility list for future consideration with other departments within the City.

Eligibility lists typically expires one year from the date established, or until fewer than three rankings remaining. All newly hired employees serve a probationary period of one-year, and can be released from service with or without cause during the probationary period.

To check on current recruitments please visit our website at: http://www.cityofinglewood.org

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 any time with or without further notice.

Employment/BENEFITS

Benefits include 108 hours annually of sick leave, 10 vacation days, thirteen (13) holidays, CalPERS Retirement 2% @ 62 for new members and 2.5%@55 classic members, dental, medical, life insurance coverage, plus optional employee-paid programs. Other benefits are available based on bargaining group. A probationary period of one year must be completed before permanent status is achieved.

Every individual who is employed by the City must complete and sign the U.S. Government form I-9, and provide documentation required by law showing that s/he is eligible to work in the United States. A list of acceptable documentation is available in the Human Resources Office.

All employment offers are contingent upon successful completion of fingerprint/background check, provision of evidence of freedom from tuberculosis, and clearance following medical exam by City approved/authorized physician. In addition, submission of proof of any necessary licenses/certificates.

All employees are expected to demonstrate good citizenship, honestly, loyalty, ethical behavior, sobriety, and possess the professional ability to follow supervision and suggestions of management for improvement of service, and willingness to cooperate with other employees and the public they serve.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

The City operates on a 9/80 work schedule and is closed every other Friday.
CONVICTION NOTICE

This form must be completed and submitted with your job application. The existence of a criminal record does NOT automatically disqualify you from employment with the City of Inglewood. However, failure to list all convictions may result in disqualification from and/or termination of employment.

JOB TITLE: DRIVER

FULL NAME: ___________________________________________________________________________________

PLEASE PRINT FULL NAME

Have you as an ADULT ever pleaded guilty, been convicted, fined, imprisoned, placed on probation, or given a suspended sentence for any felony (or misdemeanor less than five years) violation of law? NOTE: You may omit minor traffic violations, unless a warrant was issued for your arrest for failure to pay fines or appear for sentencing.

PLEASE CIRCLE ONE

NO   YES

If YES, you are REQUIRED to complete all offense information below.

<table>
<thead>
<tr>
<th>PENAL CODE</th>
<th>DATE OF CONVICTION</th>
<th>CITY &amp; STATE</th>
<th>BRIEF DESCRIPTION OF OFFENSE</th>
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CERTIFICATION:

I certify that I have listed all of my felony convictions and that the above list is true and accurate. I also understand that if I am convicted of a felony during the course of my employment with the City, I shall notify and provide the Human Resources Department with any criminal felony conviction and brief description of the offense within three business days of the conviction.

APPLICANT SIGNATURE: __________________________________________________________ DATE: ____________________________

FOR HUMAN RESOURCES/ADMINISTRATION USE ONLY

REVIEWED BY: __________________________________ DATE: ____________________________