



CITY OF SIMI VALLEY EMPLOYMENT OPPORTUNITY

BUS DRIVER (Transit Coach Operator) (Part-Time)

Salary Range: \$20.07 to \$25.65 per hour, plus an excellent pro-rated benefits package. There will be a 2% increase in salary, effective June 27, 2016.

The Position: The City is currently hiring part-time Bus Drivers. The list resulting from this recruitment may also be used to fill future vacancies. Under general supervision, safely operates a transit coach and paratransit vehicle on assigned routes according to a predetermined schedule. Greets all customers in a cheerful manner; gives directions and other information to the public; announces major stops and transfer points; maintains order on buses; prepares detailed reports of any incidents and other simple reports as required; takes passenger counts and other surveys when required; properly accounts for all fares; issues transfers; checks coach for lost articles; 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.

Qualifications

Knowledge of:

- Pertinent traffic laws, ordinances, rules and driving courtesies involved in the operation of public transportation vehicles.
- Methods and techniques of providing safe public transportation services.
- Operational characteristics of public transportation vehicles.
- Principles and procedures of vehicle maintenance and repair.
- Standard safety precautions.
- Principles and procedures of record keeping.
- Pertinent federal, state and local codes, laws and regulations.

Ability to:

- Safely operate passenger transit vehicles in accordance with applicable traffic laws.
- Perform preventive maintenance inspections on vehicles.
- Maintain clean vehicle appearance.
- Maintain an acceptable and appropriate driving record and appropriate license.
- Maintain a tight time schedule.
- Respond to requests and inquiries from the general public.
- Work irregular work hours including holidays and weekends.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

- Equivalent to the completion of twelfth grade.
- One year of experience in the operation of a transit vehicle.

Special Requirements: Must possess an appropriate, valid Commercial Driver License with passenger endorsement, Verification of Transit Training (VTT) certificate, and a valid Medical Examination Certification. A current "H-6" DMV printout will be required as a condition of employment.

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.).

Note: Classroom and Behind-The-Wheel training is administered by Simi Valley Transit personnel.

Selection Process: All applications will be reviewed. Admission to appear before an Oral Appraisal Board may be limited to those whose applications demonstrate the best combination of qualifications in relation to the requirements and duties of the position. The qualifications and requirements stated on this announcement represent only the minimum required to file an application. (Although candidates may meet the minimum qualifications listed, an interview is not guaranteed.)

Applicants seeking Veteran's Preferences must submit form DD214 along with their application by the final filing date.

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, by the final filing date on this announcement.

TO APPLY: A City of Simi Valley employment application and a supplemental questionnaire must be completed. Resumes will not be accepted in lieu of the City's employment application. **This recruitment is open on a continuous basis and may close at any time.**

BUS Driver (PT).Flyer. 2016

AN EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

2929 Tapo Canyon Road, Simi Valley, California 93063 (805) 583-6743

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.

THE CITY

The City of Simi Valley, home of the Ronald Reagan Presidential Library, was incorporated in 1969. It is a General Law City with a Council/Manager form of government. Simi Valley encompasses an area of 39 square miles and is located in the southeast portion of Ventura County. The current estimated population is 129,234, yet Simi Valley maintains a unique balance of open space and City amenities.

Outdoor recreation includes over a dozen beautiful parks, camping and picnic spots, tennis courts, four golf courses and one of the largest equestrian trail systems in the United States. Boating and other water sporting activities are only 60 to 90 minutes away in Ventura and Santa Barbara. The City of Los Angeles is less than an hour away.

Excellent community facilities provide service to Simi Valley residents. The City has one general hospital, 47 religious institutions, one library, one Cultural Arts Center, three newspapers, one radio station, 24 financial institutions, 21 elementary schools, three middle schools, and four high schools. Four community colleges and four universities are also within commuting distance.

BENEFITS (Based on full-time, regular status employment – Part-time benefits will be pro-rated)

Retirement: Individuals who were active members of a reciprocal public retirement system within the last six months, or were previously employed with the City of Simi Valley prior to January 1, 2013, and enrolled in CalPERS, will be enrolled in the CalPERS 2% @ 55 retirement plan, 4th level Survivor Benefit, and single-highest year compensation. Employees currently pay a 7% contribution.

Other new employees will be enrolled in the CalPERS 2% @ 62 retirement plan, 4th level Survivor Benefit, and three-year average highest final compensation. Employees currently pay a 7% contribution.

The City does not participate in the Social Security system; therefore, there is no FICA deduction from wages, except for Medicare hospital insurance protection.

Benefit Plans: The City participates in the CalPERS medical program, and currently contributes \$125 per month for medical insurance. The City's contribution for vision is \$21 per month, and the dental insurance contribution is up to \$97.36 per month. In addition, the City provides up to \$1,546.55 per month in "Simiflex Dollars," depending upon the medical plan selected; employees who decline medical coverage receive \$251.30 per month. "Simiflex Dollars" are paid as cash and can be used to offset the cost of medical, dental, and vision insurance, or other optional benefits.

Group Health Plans: Employees may select from a variety of PPO and HMO plans through the CalPERS medical program.

Dental Plan: Coverage is available for employees and dependents and includes orthodontia for dependent children. A PPO and HMO plan are available, and employee cost for the plans ranges from \$0 to \$24.60 per month.

Vision Care: A plan is available for employees and dependents with a cost of \$0.76 per month.

Flexible Spending Arrangement (FSA): Medical and dependent care reimbursement accounts are available.

Disability Insurance: Disability insurance is provided by the state (SDI) and includes Paid Family Leave (PFL).

Life Insurance: A life insurance policy of \$75,000 for employees, and \$5,000 for each dependent is provided at no cost.

Tuition Reimbursement: Employees are eligible for tuition reimbursement up to \$900 per fiscal year for job related or professional development courses after 120 days of employment.

Deferred Compensation Program: Employees may defer a portion of their salary into a deferred contribution plan (457 plan). The City will match the employee contribution up to \$24.00 per pay period.

Annual Leave: Employees accrue 172 hours per year for the first five years of employment, and 212 hours per year after five years of employment. Annual leave combines vacation and sick leave.

Holidays: Eleven (11) paid holidays per year, paid at eight (8) hours each, as well as a floating holiday (paid at eight hours).

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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. MEDICAL EXAMINER'S CERTIFICATE (DL51A)? YES NO
3. 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 _____