



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

DRIVER II (CLASS B) SUBSTITUTE(S) NEEDED

DEADLINE FOR APPLYING: Open until filled

If interested, please submit the following to the Personnel Office located at the District's Administrative Center, 405 Galaxy Ave, Bakersfield, Ca. 93308:

- Employment Application (resume's will be accepted only with a completed Application)
- **Submit a DMV print out with application**
- Current Employee's can submit an Employee Job Interest form or update an application

The Employment Application or Employee Interest Form can be downloaded from the district's website at www.norfun.org or request from the Personnel Office at 392-2000

BASIC FUNCTION: Operates a transportation vehicle over designated routes within an established time schedule, providing door to door services to senior adults and disabled passengers to various locations throughout the greater Bakersfield area.

HOURS: Assigned when needed; various shifts within the hours of operation between 7:30am to 6:00pm. (initial training period approximately two weeks) Substitute drivers have no set schedule and no guaranteed hours after the initial training period. Generally, subs will be notified the night before or morning of a shift. Advance notice will be given whenever possible.

STARTING HOURLY RATE: \$11.03 – \$12.16 per hour.

QUALIFICATIONS: Any combination of training and experience equivalent to graduation from high school plus at least one year of experience transporting clients. OR, the knowledge and ability necessary to the successfully perform the duties assigned to the position. Must know traffic regulations; safe driving practices and techniques; safety and maintenance requirements of vehicles and equipment; tie down procedures; and familiar with city streets. Must be able to operate an assigned vehicle safely and efficiently (small mini-van, full sized raised roof van, or larger passenger bus up to 15 passengers); operate a two way radio; take directions from a dispatcher; read a map or Thomas Guide to find locations and/or be familiar with Bakersfield streets; handle money, fuel a vehicle, and perform vehicle inspections. Must be able to operate a wheel chair lift, know tie down procedures, and transport wheelchair clients. Ability to work any shift within the hours of service preferred, but, may be able to accommodate some restrictions. Must be able to perform appropriately in situations requiring tact and diplomacy; establish and maintain cooperative working relationships; work with senior adults and/or disabled individuals respecting confidential and sensitive matters; and ability and willingness to understand and follow oral and written directions. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to criticism from a supervisor. Requires a valid California class "B" with passenger endorsements.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT: An offer of employment will be contingent upon the following:

- A reference investigation will be conducted.
- Must pass a fingerprint clearance.
- Must pass a post offer medical/functional capacity exam and drug screen.
- Must submit verification of your identity and citizenship or legal right to work in the United States.
- Must have a valid California Driver's License Class B. Driving record must comply with District safety standards throughout employment.
- Employment is subject to periodic and random drug screens and registered in the DMV pull notice program.
- Must be certified in CPR and First Aid or be able to maintain certification within the first 6 months of employment. (District provides training classes at no cost to employees).
- Must be able to work any shift within the hours of service. Accommodations will be dependent upon program needs.
- Must be able to accommodate a training period of about to two weeks.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work activities are performed in an outdoor environment mainly in a vehicle. The demands of this position include consistently commuting by vehicle from site to site, getting in and out of vehicle and walking to and from the clients destination, lifting up to fifteen (15) pounds on a regular basis and fueling a vehicle daily. If assigned to a wheelchair vehicle, will be required to manipulate wheelchair clients from vehicle onto sidewalks and ramps. Frequently required to drive, sit, walk, bend, kneel, stoop, carry, push and pull, and grip and squeeze hands.

The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALITY ASSURANCE: Provide outstanding customer service; interact with customers and co-workers in a positive and courteous manner; as a team member, responsible for the efficient and effective delivery of services.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties.

- Transports senior adults and the handicapped in a safe and courteous manner.
- Assists clients in and out of vehicles and walks them to their destination.
- Assists seating clients
- Assists clients in walking up and down stairs
- Assists clients in opening heavy doors
- Carries groceries and packages as needed not to exceed fifteen (15) pounds.
- Responds to two way radio calls from dispatcher regarding transportation of clients.
- Follows District guidelines and rules for transportation for vehicle usage and advises of vehicle service and maintenance as needed.
- Responsible for keeping vehicle clean.
- Checks vehicle at the start of each shift and at the end of each shift.
- Must fuel their vehicle at the end of assigned shift.
- Maintains records and files as required.
- Reports accidents and unsafe conditions as they occur.
- Provides client information and outreach assistance as needed.
- Distributes program information to clients, doctors' offices, stores, etc.
- Must keep current on the required safety training designated for this position: CPR and FA, and Defensive Driver's Education training.
- Performs other duties as assigned.

AN EQUAL OPPORTUNITY EMPLOYER

North of the River Recreation and Park District, 405 Galaxy Avenue, Bakersfield, Ca., 93308 (661) 392-2000
www.norfun.org