

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



PART-TIME BUS DRIVER

**FLSA: NON-EXEMPT
641040/ 26**

FILING DATES: OPEN – Continuous recruitment

	<u>Start</u>	<u>6 mos*</u>	<u>1 yr</u>	<u>2 yrs</u>	<u>3 yrs</u>	<u>4 yrs</u>	<u>5 yrs</u>
HOURLY:	\$18.808	\$19.749	\$20.736	\$21.773	\$22.862	\$24.005	\$25.205 per hour

POSITION DESCRIPTION: Under the direction of the Chief Business Officer, performs a variety of duties and responsibilities related to operating a District bus over designated routes or on field trips and performing routine maintenance. Work schedule may vary dependent upon District needs and may include days, nights, weekends and holidays.

ESSENTIALS DUTIES/FUNCTIONS:

- Drives District bus over designated routes in accordance with time schedules, picking up and discharging students; transporting students and teachers on special trips to various locations, choosing the best route and making departure and arrival time as scheduled.
- Prepare and determine safe and timely bus routes and meet departure and arrival time deadlines as scheduled.
- Conducts established safety and operational inspection of vehicle daily.
- Checks motorized equipment and fills with fuel, oil, water, battery water and air as required.
- Makes mechanical checks to assure buses can be operated safely.
- Cleans and washes automotive equipment; reports mechanical defects.
- Maintains a variety of records and reports including but not limited to mileage, routing, maintenance, and time schedules.
- Attends meetings, programs, and in-service training as assigned.
- Maintains current required licenses and certificates.
- Notifies appropriate individuals of any delays in scheduled route.
- Maintains order on the bus and reports any problems to the appropriate administrator.
- Follows District policies and procedures.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operating and safety rules, precautions, and principles of driving and operating a bus.
- Basic principles of record keeping and maintenance practices and procedures; computerized information and data base record keeping practices and procedures.

ABILITY TO:

- Drive regularly scheduled bus routes.
- Transport large groups on long distance travel.
- Transport in inclement weather.
- Travel on multiple day trips.
- Demonstrate skills in, use, operation and maintaining school bus and vehicles.
- Understand vehicle information manuals; read and understand diagrams; operate a bus, air brake vehicle, and motor vehicle safely.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Communicate and work cooperatively with co-workers, supervisors and departmental representative.
- Maintain and complete work service records and time reports.
- Communicate clearly and concisely, both orally and in writing; establish, maintain and foster positive and harmonious working relationship with those contacted in the course of work.
- Communicate effectively and work cooperatively with staff, co-workers, students, management, other departmental representatives, and the general public.

REQUIRED QUALIFICATIONS:

- High School Diploma/GED Certification.
- Two (2) or more years of bus driving experience.

DESIRED QUALIFICATIONS:

- Experience in public passenger transportation.
- Experience in educational environment.
- Experience transporting large groups on long distance travel.
- Strong customer service skills.
- Mechanical knowledge and skills
- Strong teamwork skills

ADDITIONAL QUALIFICATIONS:

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Valid Class B Commercial Driver's license with school bus, passenger and air brake endorsements issued by the California Department of Motor Vehicles.
- Possession of a valid school bus driver's certificate
- Medical certificate
- Possession of, or ability to obtain, Standard First Aid and CPR cards within the first six months of employment
- As a condition of employment, applicants must pass a required pre-employment physical and drug and alcohol test.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and some direct exposure to hazardous physical and/or chemical substances and materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PRE-EMPLOYMENT REQUIREMENTS/CLEARANCES

- Criminal Justice Fingerprints.
- Tuberculosis screening.
- District pre-placement drug testing at District expense.

APPLICATION PROCEDURE:

To ensure full consideration, qualified candidates must submit:

- Compton Community College District Classified Application Online
- Upload the following documents:
 - Cover Letter (Letter of introduction highlighting your education and experience.)
 - Copies of pertinent transcript(s)
 - *Transcripts from countries other than the United States must be evaluated by an agency that is a member of the National Association of Credentials Evaluation Service (NACES)
 - List at least three references (name and contact information of individuals who can attest to recent professional preparation and experience pertinent to this position.)
 - A complete resume.

ALL APPLICATIONS MATERIALS MUST BE
SUBMITTED ONLINE AT:

www.district.compton.edu/administration/human-resources

REASONABLE ACCOMMODATIONS:

Any individual with a disability, who requires reasonable accommodation, may request assistance by contacting the Human Resources Office at (310) 900-1600 extension 2144, or completing form PC1105, a minimum of five (5) working days prior to closing date for this position.

Selection Procedure

- Applications will be screened to determine which applicants meet the minimum qualifications as stated in the job announcement.
- Applicants who meet the basic qualifications and who are also deemed to possess the highest degree of desirable qualifications will be invited to the college at their own expense. During the campus visit, each applicant will be tested and/or interviewed.
- The Human Resources Office will rate responses to the questions or interview questions.
- Based upon this rating, a small number will be invited to the campus a second time for an interview.

EMPLOYMENT INFORMATION:

To be considered in the initial committee review, all materials requested in this vacancy notice must be received no later than the filing deadline. Applicants wishing to apply for more than one position must submit separate materials for each position. The District does not return materials submitted in application for a position. (Copies of original documents are acceptable.) SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY.

During the interview, consideration will be given to factors in addition to education and experience, including but not limited to professional development, ability to work with others, and commitment to meet student needs.

The District reserves the right to contact the current or most recent employer and to investigate past employment records of applicants selected for interview.

Applicants who are eliminated from consideration will be notified by letter or email. Candidates should not expect official notification of the status of their candidacy until the Special Trustee has acted upon the District's recommendation for employment.

The District reserves the right to extend the deadline, re-advertise the position, or to delay indefinitely filling this position if it is deemed that applicants for the position do not constitute an adequate applicant pool. Staffing of this position is contingent upon the availability of funding.

ABOUT THE DISTRICT

El Camino Community College District became the partner district to Compton Community College District in August of 2006. Under the agreement with El Camino College, the El Camino College Compton Community Educational Center provides accredited instructional and student support services to our students with and on behalf of the Compton Community College District.

The 83-acre campus is located on Artesia Boulevard, just north of the Artesia freeway and west of the Long Beach freeway. The Compton Community College District continues to serve the communities of Compton, Lynwood, Paramount and Willowbrook, as well as portions of Athens, Bellflower, Carson, Downey, Dominguez, Lakewood, Long Beach and South Gate. The District has been a viable part of the community since 1927.

The Compton Center is a welcoming, learning community in which the campus as a whole collaborates to serve and assist students in pursuit of their respective goals. It serves as an integrated cultural Mecca, and functions in a unified fashion so that all current and prospective students receive consistent messages regarding the importance of learning and our commitment to assist them in achieving their learning objectives.

Compton is "The Place to Be!" We will continue to serve our community with the goal of giving all students the education and skills needed to succeed in our global economy.

MISSION STATEMENT: The Compton Community College District is dedicated to providing the residents of its service region with diverse educational, career and cultural opportunities. The District is committed to offering a comprehensive curriculum in a safe, friendly and accessible environment that prepares students to achieve their personal professional goals.

THE COMPTON COMMUNITY COLLEGE DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. Compton Community College District is an Equal Opportunity/Affirmative Action employer and does not discriminate in employment on the basis of sex, sexual orientation, race, color, religious creed, marital status, denial of Family & Medical Care Leave, national origin (including language limitations), ancestry, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, or other protected classes, or obligations to the National Guard or Reserve Forces of the United States. For specific details on this policy, please contact Rachelle Sasser, EEO Compliance Officer, at (310) 900-1600, extension 2140.

IMPORTANT NOTICE

To be included in the initial screening, application materials must be received no later than the closing date.