

Paratransit Driver (part-time, temporary)
\$14.50 – \$17.63 per hour (depending upon experience)
Deadline to Apply: Open until filled

The Position: Under the direction of the Recreation Supervisor, the Paratransit Driver will perform various duties to support the City of Pleasanton Paratransit Services.

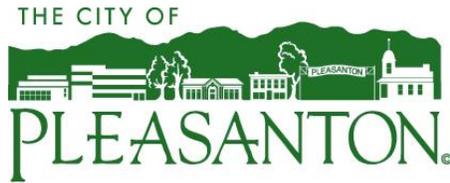
Typical Duties include:

- Drives a bus or other suitable vehicle transporting seniors and persons with disabilities.
- Maintains accurate trip records.
- Provides door to door assistance to passengers, as necessary, to include carrying passenger's packages and other belongings.
- Collects tickets.
- Provides passengers with information regarding senior and disabled services.
- Answers telephones, provides some assistance to office staff.
- Administers first aid, if necessary.
- Performs routine safety check of vehicles; notes and reports safety or mechanical problems.

The ideal candidate will:

- Demonstrate some knowledge, skills and abilities in the paratransit/transportation field.
- Have experience in emergency procedures and safety protocols.
- Operate buses, vans, and automobiles in a safe manner.
- Read and understands maps, policies, and procedures.
- Understand and carries out verbal and written instructions.
- Maintain simple financial records.
- Keep complete and accurate records of transit activities.
- Determine problems and facilitates solutions.
- Analyze changing situations in the field and provides timely solutions.
- Establish, facilitates and maintains effective working relationships.
- Provide excellent customer service to clients and their families.
- Lift/push the equivalent of 50 lbs. to negotiate clients in wheelchairs up ramps, etc.
- Work flexible hours, including evenings and weekends.
- Develop and maintain good working relationships with City and outside agency personnel.

This is a part-time, temporary position. The selected employees cannot work more than 1,000 in a fiscal year, and contribute to Apple and Medicare. Certifications for CPR, First Aid, and AED are required prior to starting employment with the City. A California Class B driver's license with all appropriate passenger endorsements to drive a 23 passenger bus is required.



The Selection Process: Applications will be reviewed as they are received. The most qualified applicants will be invited for an interview. Those top candidates will be asked to complete a practical driving experience. A reference check will be conducted prior to making an offer.

Prior to starting employment, the selected applicants must provide a copy of a certificate showing that he/she has undergone and successfully cleared a tuberculosis test within the past two years, or undergo a tuberculosis test arranged by the City. Applicants selected for the position will be required to undergo and successfully pass a City of Pleasanton fingerprint check and physical prior to starting employment.

If you are interested in this position, please complete the City Application available at <http://www.cityofpleasantonca.gov/services/employment/> and provide a copy of your DMV driving record.

If you have questions about this position, you may contact Pam Deaton, Recreation Supervisor at pdeaton@cityofpleasantonca.gov or (925) 931-5367.

The Division: The Youth and Human Services Division includes early childhood education programs; Gingerbread Preschool; teen programs and activities; Recreational Activities for the Developmentally Disabled (RADD); Senior programs and Pleasanton Paratransit Services, and Administrative Services.