



Bus Operator – (Full-Time & Part-Time) Class B applicants preferred.

OVERVIEW:

Drivers for Veolia Transportation are required to drive various types of equipment depending on the facility and the need. Different equipment includes buses, truck buses, sedans, wheelchair shuttles, and 15+ passenger vans. Para-transit drivers perform non-emergency transportation to mobility impaired clients. This will include wheelchair bound non-emergency transportation to various facilities.

DUTIES:

- Operate a vehicle on an assigned route in transporting passengers to and from designated locations, as well as related activities, in a safe, timely manner.
- Maintain, read and understand route sheets including time changes and notify supervisor immediately of any changes. Maintain good work habits through timeliness and low absenteeism for daily assignments and extra trips.
- Properly care for the assigned vehicle and its component parts as prescribed by company to minimize wear and to extend its useful life.
- Operate the two-way communication equipment correctly and according to company policy.
- Inspect each vehicle before, during and after each trip using correct procedures and complete all necessary forms and reports. Operate the vehicle and stop to allow passengers to board and disembark using safe and responsible procedures.
- Operate adaptive transportation lift to board and discharge challenged passengers using safe and responsible procedures.
- Keep vehicle clean and orderly with daily cleaning after each route operated as well as check for lost items.
- Maintain a presentable appearance which includes being properly dressed according to company standards, neat grooming and good hygiene.
- Maintain a cooperative attitude with fellow employees, supervisors, passengers, always promoting company goodwill.
- Must be able to fuel vehicle in accordance with company standards. Control emergency situations in proper manner.
- Control vehicle keys, fueling slip receipts, pre-trip and post-trip forms while in possession, and turn in to dispatch as required by your supervisor.
- Successfully complete driving skills evaluation. Attend all required in-service training, company required safety meetings and training, and any other required meetings. Must be able to comply with all contractual obligations as well as all local, state and federal laws and regulations pertaining to the operation of the vehicle. Immediately reports every accident, no matter how insignificant the accident may appear.
- Accurately maintains proper shift documentation reports, and records. Follows the correct end-of-shift procedures.
- At various locations, must be willing to work in a Union environment. Perform other duties as required.

REQUIREMENTS:

Education and Experience:

- High school diploma or equivalent (GED) required. Two years relevant experience preferred or any equivalent combination of education and job experience that demonstrates the ability to successfully do the job.
- Must be a minimum of 21 years of age. Must exhibit both written and spoken communication skills.
- Must be able to read a map and possess knowledge of the service area. Must be able to work flexible hours.
- Must be hospitable, guest/customer service oriented, and be willing to serve the needs of passengers.
- Must complete and sign the Veolia Transportation employment application in its entirety.
 - An unjustified refusal to supply requested information or a falsification of information will result in the elimination of the applicant for consideration for employment.
- Must provide a complete and verifiable employment history. Employment history must be verified with all employers listed on the application and must include the past 10 years of employment, when applicable.
 - You must sign a FCRA form and complete an Acxiom background release form.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of traffic laws and defensive driving. Skill in operation of listed tools and equipment.
- Ability to safely drive various vehicles. Ability to establish and maintain effective relationships with employees, supervisors and the general public. Ability to communicate effectively. Ability to work independently.
- Ability to perform duties under varying weather conditions.
- Ability to make independent judgments which have moderate impacts on the organization.

Pre-Employment Physical

- Must undergo a pre-employment drug test and physical by a company appointed physician/facility and receive clearance.

Apply in Person between the hours of 7:30 AM – 4:30 PM

Veolia Transportation – LACMTA/ 1611 Naud St, Los Angeles, CA 90012

All applicants applying are required to bring in an H-6 printout from the DMV (Not older than 30 days).

Referred by: Metro North WorkSource Center

342 SAN FERNANDO ROAD, LOS ANGELES, CA 90031, TEL. (323) 539-2000

Mon, Wed & Fri 8am-5pm/Tue & Thu 8am-7pm /1st & 3rd Sat 9am-1pm

Auxiliary aids and services are available upon request to individuals with disabilities. For more information, call (323) 539-2000. Goodwill Southern California provides, upon request, reasonable accommodation to ensure equal access to its programs, services and activities. The TTY/TTD phone number is (323) 539-2057 Please contact our staff 72 hours in advance. – Equal Opportunity Employer/Program -





Dispatcher/Road Supervisor

OVERVIEW - Dispatchers are required to provide impeccable customer service to our clients and passengers. These individuals schedule and dispatch operators and drivers, to service vehicles that carry passengers. Dispatchers keep records, logs, and schedules of the calls that they receive, they monitor and control the actions that they take. They maintain information on each call and then prepare a detailed report on all activities occurring during The Road Supervisor will maintain routes and time points and provide quality customer service. The Road Supervisor will be the first line of management contact for the drivers. They will monitor and document the daily operation of the service with respect to safety, on time performance and quality of service. They will also ensure that the operators are following the rules and procedures as directed. They will be certain that all routes are covered on a daily basis, which if needed, would mean the road supervisor would cover any open route, as well as work with other road supervisors to assist passengers, assist operators in the performance of their duties, and promptly attend to roadside problems and any other duties that may be deemed necessary by the Operations Manager, office staff/managers or General Manager.

DUTIES-

Assigns transportation services and maintains check out logs. Assigns stand-by or extra-board operators in the event of operator absences, increased service volumes or in order to minimize service disruptions as a result of traffic, vehicle malfunctions, operator problems and/or emergency situations. Maintains attendance log for operators and other appropriate staff
Assigns vehicles giving consideration to preventive maintenance schedules and capacity needs
Maintains two-way communication with operators, providing information on customers, cancellations, and directional assistance when necessary. Monitors operators and trip status, making adjustments and reassignments as necessary to ensure on time performance
Maintains scheduling and performance data in the event of real-time operations. Documents accurately and appropriately daily events related to service. Communicates effectively with operations staff regarding scheduling or passenger issues
Maintains professional demeanor and appearance. Handle multiple tasks accurately and effectively in a fast paced environment
Other duties as assigned to ensure the efficient operation of the department

MINIMUM REQUIREMENTS- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

High school diploma or equivalent. 1-2 years previous dispatch and/or customer service experience
Must be able to work flexible hours or shifts. Must be able to demonstrate poise, tact, diplomacy and possesses good judgment and discretion. Excellent communication skills both verbal and written a must detail oriented, well organized, and possess effective time management skills. Proven customer service and interpersonal skills a must
General knowledge of Windows-based computer operating system and Microsoft office package
Must be able to work as a member of the team. Ability to interact professionally with internal and external customer on all levels and be able to work well with diverse groups. Ability to adapt and remain flexible in a fast paced environment
Able to use multi-line phone system and handle multiple tasks concurrently. Supervisory Experience preferred

PHYSICAL DEMANDS

The physical demands described here are representatives of those that must be met by the employee to successful perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities in order to perform the essential functions.

- 100% of work is accomplished in doors and in air conditioned or well ventilated facilities.
- The job requirements and duties outlined in this document may be subject to change to meet the needs of each property location.

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