



ANTELOPE VALLEY COLLEGE

Office of Human Resources

ANNOUNCEMENT OF TEMPORARY, SHORT-TERM, NON-CONTINUING, SUBSTITUTE ASSIGNMENT

- POSITION:** **Transportation Driver**
(Establish a Pool for varying departmental needs; Pool valid for 1 year)
- SALARY:** **\$15.00/hour**
- DEADLINE:** **Continuous**
(Applications reviewed on an as received basis and hired as needed)
- ASSIGNMENT:** **Work schedule may vary up to 25 hours a week and/or not to exceed 100 hrs per month. Total hours may not exceed 999 in a year. Total days may not exceed 100 in a year. (Days are counted regardless of # of hours worked per day)**

TYPICAL DUTIES MAY INCLUDE:

- Transport college students and staff to various events and activities
- Operates a variety of vehicles used in the transportation to include large passenger vans, buses (no airbrakes), and passenger cars
- Maintaining all Department of Transportation paperwork required to include driver's logs
- Ability to work a variable schedule to accommodate day, evening, weekend, & holiday events and/or activities
- Performs other related duties as may be assigned

EDUCATION AND EXPERIENCE: Graduation from high school or completion of GED and minimum of one year of experience in passenger transportation, school transportation, and/or driving for a charter company or municipality.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class B driver's license with passenger endorsement
- Current Medical Certificate (for DMV physical)
- Driving record clean of any major infractions

KNOWLEDGE OF:

- California Department of Transportation regulations

ABILITY TO:

- Speak, read, and write in English
- Communicate effectively both orally and in writing
- Understand and follow oral and written directions
- Work independently and cooperatively with others
- Observe health, safety, and CA driving regulations

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate equipment
- Reaching overhead, above the shoulders and horizontally

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

PHYSICAL EFFORT (Continued:)

- Sitting for extended prolonged periods of time
- Bending at the waist, kneeling or crouching
- Use of step stool

WORKING CONDITIONS:

- Driving a vehicle to conduct work
- All drivers are required to be enrolled for random drug screening

APPLICATION PROCEDURE FOR THIS ASSIGNMENT

To be considered an applicant for a temporary short-term non-continuing pool assignment in the Antelope Valley Community College District, all of the following documents must be submitted to the HR Office by the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College [Temporary Short-Term Employment Application](#)
2. Résumé
3. License Requirements: **ONLY if selected for Interview (DO NOT SUBMIT WITH APPLICATION)**
 - a. Candidates may be required to show proof of valid CA Class B Driver's License with passenger endorsement and proof of current DMV Medical Certification verified through the DMV pull notice system.

The application must be filled out completely and signed. **Do not** indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office. Submit application packet to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Human Resources Office Hours:
Monday-Thursday: 7:30am-6:00pm
Friday: 7:30am-11:30am.

**Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted.**

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employee