

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.

Position: Driver (Part-Time)Department: ACCESSTime (FTE): 0.60 Term (months/year): 11Work Schedule (Days, Hours): 7:30 - 2:00 M-THSalary Schedule (Range): Range 45Background and Rationale (use back of form if additional space is needed): Resignation of James Milliken - Part-Time ACCESS driver.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s):	<u>11000-522200-211000-642000-2100</u>	<u>\$4,577.52</u>	<u>11.15%</u>	Amount \$	<u>41,054</u>
Account Number(s):	<u>17522-522000-211000-642000-2100</u>	<u>\$36,476.48</u>	<u>88.85%</u>	Amount \$	<u>36,476.48</u>

Funding: (check all that apply) ☒ General Fund Unrestricted ☒ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature

Date

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

5. Vice President, Human Resources

Date

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not availablePosition Number: CA9531

Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately☐ Denied☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO

October 12, 2021
Date☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): James Milliken
Last day of employment: 09/23/2021 ☒
Reason for vacancy: resignation
(Attach **Existing** Job Description)☐ Newly Funded Position Fiscal Year _____
☐ No Existing Job Description
(Attach Draft of **New** Job Description)☒ Classified ☐ Confidential
☐ Supervisory ☐ Administrative****For Temporary Special Project Administrators only**☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: Restricted Funds

EZ Salary Projection FY 2021-22 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	45
Enter months of employment	11
Enter FTE percentage	60.00%
Total Annual Cost (Salary and Benefits)	\$41,054

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 8.21.21

DRIVER

DEFINITION

Under general supervision, operates and maintains trams and accessible vans to assure students with mobility difficulties are able to attend classes and programs; create tram routes and schedules; assists with expediting the delivery of inter-campus mail and other materials; maintains records of tram use and other information.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Disabled Student Programs and Services. Trains and oversees student workers to drive the tram.

CLASS CHARACTERISTICS

This is a classification that transports students and other individuals with limited mobility to and from various buildings and facilities on the District's campus. Responsibilities include inspecting and attending to minor vehicle maintenance issues in a timely manner and performing pick-up and delivery services for a variety of items and materials throughout campus. This class is distinguished from the facilities trades workers in that it performs duties primarily related to transportation services.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Operates District trams and accessible vans and provides transportation for students, employees, and guests with mobility difficulties for scheduled activities, special events, and classes.
- Prepares and determines safe and timely tram/van routes and schedules and meets departure and arrival time deadlines as scheduled.
- Maintains and inspects external and internal parts of the assigned vehicle(s), including examining and cleaning seats, including under the seats, windows, and floors to ensure safe operation.
- Records and maintains usage and service records to ensure appropriate repair and maintenance work is completed in a timely manner.
- Responds to telephone calls, inquires, or concerns regarding tram/van service, mechanical repairs, and maintenance; prioritizes student transportation requests; receives and processes requests from other departments within the District for accessible transportation service.
- Drives vehicles and picks-up and delivery services; loads and unloads vehicles, assists supervisor and department with various duties and special projects as necessary.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operating and safety rules, precautions, and principles of driving and operating electric and gas-powered trams and vans.
- Basic principles, practices, methods, equipment, materials, and tools used in minor vehicles servicing and cleaning.
- Basic preventative maintenance procedures; safety rules and precautions governing the operation and use of tools, vehicles, equipment, and proper maintenance procedures within employee work areas.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills & Abilities to:

- Troubleshoot and determine appropriate action in the maintenance and repair of assigned vehicles.
- Operate and maintain a variety of assigned District vehicles.
- Safely and effectively use and operate hand tools required for the work.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Correctly interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Understand and follow written and verbal directions, instructions, and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software programs.
- Make accurate arithmetic calculations.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Operate a two-way radio.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and one (1) year of related driving experience.

Licenses and Certifications:

- Possession of, and ability to maintain, a valid California Class B Driver's License with a Passenger Endorsement by time of appointment.
- Good driving record and Proof of Insurance.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard campus settings, -to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light physical work, to work around vehicles, and to operate varied hand tools; 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. Incumbents in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment, and to assist individuals by pushing their wheel chairs, as needed.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the field and are exposed to noise, vibration, dust, mechanical and electrical hazards, grease, oils, and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with staff/students when trying to diagnose and/or resolve a scheduling or equipment related problem.