



Grant County Employment Application

Bus Driver – Corre Caminos

Date: _____

Name: _____

Preferred Name: _____

Phone Number: _____

E-mail Address _____

READ the following information before completing this application.

- All information contained on this application is subject to verification.
- A background investigation is required of successful applicants.
- Any omission, misstatements, or falsifications will be cause for rejection of this application, elimination from further completion, removal of your name from an eligibility list or discharge from employment,.
- Information provided on this application and during the application process may be subject to public disclosure pursuant the New Mexico Inspection of Public Records Act, NMSA (1978) § 14-2-1, *et seq*
- The information provided by you on this application will used to determine your qualifications for employment.



The attached documents must be filled out completely and returned to the County Manager's Office/Human Resources. **This position will remain open.** The Human Resource office is located in the Grant County Administration Building. This is a *summary of instructions* and you must complete every question for the specific job you are applying.

1. The **application** should be filled out completely. All applications taken by this entity are by law public record and will be handled as such. Make sure that you sign and date the application.
2. Read the **Position Specifications** carefully. All items must be read and answered whether you *can or cannot* perform duties.
3. You will be required to submit a **copy of your driver's license**.
4. You are welcome to attach your resume and/or copies of any relevant training or coursework to your application.

Supplemental Questions

1. I understand that in order for my application to receive consideration in the selection process, I must complete the following Supplemental Questions and provide concise but detailed answers. I have read and understand the above instructions?

Yes No

2. Which best describes your level of education?

High School Diploma or GED
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Doctorate

3. Are you available to work rotating shifts Monday through Friday from 5:15 am – 6:30 pm

Yes No

4. Are you available to work rotating on Friday and Saturday nights from 5:30 pm – 2:30 am

Yes No

5. Do you have a valid, New Mexico driver's license? Yes No

6. Do you have previous experience driving transit vehicles? Yes No

If you answered yes to this question, experience must be included in the Employment Section of application.



Title: Bus Driver
FLSA: Part-Time / Union Represented upon completion of probation
Salary: \$11.98 per hour
\$12.73 per hour with a CDL passenger endorsement
Reports to: Public Transit Director

Position Will Remain Open

Job Summary:

Under the direction of the Corre Caminos Director, the driver is expected to operate transit buses of various sizes in accordance with specific manifest instructions to meet service delivery expectations in providing public transportation.

Work Schedule:

- Monday – Friday – 5:15 am – 6:30 pm (alternating shifts/routes)
- Friday and Saturday nights – 5:30 pm – 2:30 am (as needed)

Minimum Qualifications

- High School Diploma or G.E.D.
- Acceptable driving record in accordance with Grant County Policy
- Must possess a valid New Mexico Driver's License (or obtain one prior to employment)

Preferred Qualifications

- Previous experience driving transit vehicles
- Ability to communicate in Spanish is a plus

Description of Duties and Responsibilities:

- Provides services to users of the transit system, collects appropriate customer fares, ensures the comfort of passengers, maintains order among customers and addresses volatile situations to ensure safety and security.
- Announces bus stops, provides fare and routing information, explains passenger policies and procedures, provides directions and assists customers with boarding the vehicle and securing

wheelchairs in accordance with established processes and procedures to provide expected levels of customer service.

- Completes, submits, and files various special and recurring reports and documents; performs daily inspections of vehicles, reports operational problems in a timely manner to the appropriate staff for repairs; assures that vehicles are operated in accordance with established policies, procedures, rules, regulations and schedules; changes route display prior to beginning new route to provide consistent, accurate, and timely information and services.
- Attends and completes all required training; assists with the collection of data for the planning and scheduling of transit services; assists with conducting outreach activities to meet established goals and objectives.
- Successful candidate will be required to serve a one (1) year probationary period.

Essential Duties

(Please use your initials to indicate whether you are or are not capable of performing each duty listed below, with or without reasonable accommodation.)

YES	NO	
___	___	Provide services to users of the transit system.
___	___	Collect appropriate customer fares.
___	___	Ensure the comfort of passengers.
___	___	Maintain order among customers and addresses volatile situations to ensure safety and security.
___	___	Announce bus stops, provide fare and routing information, explain passenger policies and procedures, provides directions and assists customers with boarding the vehicle and securing wheelchairs in accordance with established processes and procedure to provide expected levels of customer service.
___	___	Complete, submit, and file various special and recurring reports and documents.
___	___	Perform daily inspections of vehicles, reports operational problems in a timely manner to the appropriate staff for repairs.
___	___	Assure that vehicles are operated in accordance with established policies, procedures, rules, regulations and schedules.
___	___	Attend and complete all required training.
___	___	Perform other duties as assigned.

Other Requirements

- | Yes | No | |
|------------|-----------|--|
| _____ | _____ | Employee must comply with the safety guidelines of the County. |
| _____ | _____ | Employee must complete new hire physical. |
| _____ | _____ | Employee must pass a pre-employment drug testing. |
| _____ | _____ | Employee must pass a background check. |

Knowledge, Ability & Skill

Knowledge of:

(Please use your initials to indicate whether you are or are not capable of performing each duty listed below, with or without reasonable accommodation.)

Yes

No

- | | | |
|-----|-----|---|
| ___ | ___ | Applicable traffic regulations, signs, and signals; effective customer service, communication, and problem resolution techniques and methods. |
| ___ | ___ | Perform a variety of duties and responsibilities timely and with accuracy to meet deadlines and ensure achievement of goals and objectives. |
| ___ | ___ | Read, interpret, and ensure compliance with policies, procedures, rules, and regulations governing related activities, programs, and functions. |
| ___ | ___ | Safely operate a motor vehicle. |
| ___ | ___ | Communicate appropriately, clearly, and concisely, orally and in writing. |
| ___ | ___ | Resolve customer service issues. |
| ___ | ___ | Act calmly, rationally, and tactfully in carrying out duties and responsibilities. |
| ___ | ___ | Demonstrate courtesy and respect in providing customer service. |
| ___ | ___ | Compile applicable information and maintain accurate records. |
| ___ | ___ | Prepare and present accurate and reliable reports. |
| ___ | ___ | Establish and maintain effective and appropriate working relationships with employees and the public. |
| ___ | ___ | Use initiative and independent judgment within established procedural guidelines to ensure achievement of goals and objectives. |
| ___ | ___ | Operating transit vehicles in a safe manner. |
| ___ | ___ | Comply with all applicable traffic laws, regulations, and policy and procedures. |
| ___ | ___ | Read maps, schedules and route information. |
| ___ | ___ | React quickly to potential safety or security issues. |
| ___ | ___ | Work independently and demonstrating sound judgment in applying established guidelines to solve issues. |
| ___ | ___ | Demonstrate courtesy and respect in providing customer service. |

- Read, understand, apply, and communicate policy, procedure, and applicable rules and regulations.
- Maintain complete and accurate records
- Establish and maintain effective and appropriate working relationships with employees and the public.
- Use initiative and independent judgment within established procedural guidelines to ensure achievement of goals and objectives.

Environmental and Physical Factors:

(Please use your initials to indicate whether you are or are not capable of performing each duty listed below, with or without reasonable accommodation.)

Yes No

- Work is performed in a transit vehicle and in a transit operations environment with exposure to all types of weather and traffic conditions.
- Moderate physical requirements, frequent sitting, bending, stooping, crouching, kneeling, squatting, pushing/pulling, lifting, carrying, and reaching from all levels.

Employee Declaration:

- A. I have read the above Position Specifications (**Corre Caminos Bus Driver**) and I understand the demands and expectations of the position described and to the best of my knowledge, I believe I can perform these duties with or without reasonable accommodation.

Signature: _____ Date: _____

Provide five (5) personal and/or professional references:

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____



GRANT COUNTY, NM

APPLICATION FOR EMPLOYMENT

Grant County considers applicants for employment without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

PLEASE PRINT

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Telephone Number: Main: _____ Alternate: _____

Have you ever filed an application with Grant County before? Yes No
If yes, give date _____

Have you ever been employed with Grant County Yes No
If yes, give date _____

Are you currently employed? Yes No

If yes, may we contact your present employer? Yes No

Are you prevented for lawfully becoming employed in the U.S.
because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment

On what date would you be available to work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if the job required it? Yes No

Do you have any relatives working for Grant County? Yes No
If so, list names and relationships. _____

Education: _____

	Name and Address of School	Course of Study	Credit Hours Completed	Diploma or Degree
High School				
Undergraduate College or University				
Graduate/ Professional				
Technical/ Vocational				
Other				

Indicate any other language, other than English, you can speak, read and/or write

	FLUENT	WELL	FAIR
SPEAK			
READ			
WRITE			

Employment Experience:

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary Starting Final		
Job Title			
Reason for Leaving	Supervisor:		

Employer	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary Starting Final		
Job Title			
Reason for Leaving	Supervisor:		

Employer	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary Starting Final		
Job Title			
Reason for Leaving	Supervisor:		

Employer	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary Starting Final		
Job Title			
Reason for Leaving	Supervisor:		

If you need additional space, please continue on a separate sheet of paper and attach it to the end of the application.

List of any professional, trade, business or civic activities.

MISCELLANEOUS

Have you ever been released or terminated from a job because of your failure to meet job requirements?
 Yes No

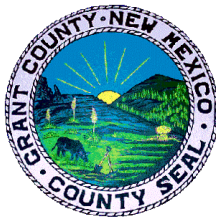
Have you ever been discharged, asked to resign or given the opportunity to resign in lieu of discharge?
 Yes No

Applicant's Statement: _____

Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided.

- | |
|--|
| <ol style="list-style-type: none">1. I certify that answers given herein are true and complete to the best of my knowledge2. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.3. I understand that the submission of this application does not indicate an offer of employment nor does it establish any obligation on behalf of Grant County,4. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all employee policies of Grant County. |
|--|

Signature of Applicant: _____ Date: _____



Authority to Release Information

To Whom It May Concern:

I hereby grant permission to **Grant County** to conduct a thorough historical background investigation on me. The purpose for the investigation is to construct a record of my personal and professional history to ensure I meet the requirements of the position and duties I have been hired to perform. I understand the investigation will be conducted by a licensed private investigation or the Grant County Human Resources Department.

I hereby grant the investigator bearing this release, or copy thereof, for a period of 60 days of its date, to obtain any information in your files pertaining to any educational, investigation, arrest or conviction of myself on any civil or criminal matter. I hereby direct you to release such information upon the request of this bearer. I hereby release you as custodian of such records for verifying employment. criminal justice, law enforcement or court agency, including its officers and employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, that may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information; or any attempt to comply with it.

Should there be any questions as to the validity of this release, you may contact me as indicated below.

PLEASE PRINT CLEARLY!

Full Name _____

Social Security # _____

Date of Birth _____

Current Address _____

Telephone Number () _____

Driver's License Number: _____ State of License _____

Expiration Date: _____

Applicant Signature _____



Voluntary Information

To further our commitment to equal opportunity employment, Grant County Government requests applicants to provide the following information. This information will be used for statistical purposes only by authorized personnel.

How did you hear about current Grant County employment opportunity?

___ Newspaper ___ Radio Station ___ Facebook
___ Grant County Website ___ Grant County Employee ___ Other

Date of Birth: _____

Gender: Male Female

Citizenship: U.S. Citizen Legal Alien Other

Ethnicity – Please check only one choice which best describes your race/ethnicity:

- White (Non-Hispanic Origin)
All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Hispanic
All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Black (not of Hispanic origin)
All persons having origins in any of the Black racial groups of Africa.
- Asian or Pacific Islander
All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian / Alaskan Native
All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.