



**TRAVEL TRAINER - Special Transp. Services**  
**\$3914.00 – \$5204.00 PER MONTH PLUS EXCELLENT BENEFITS**  
**Apply Immediately - Recruitment may be closed at any time without notice.**

**THE JOB:** Ride OMNITRANS to a satisfying career that lets you make a difference in the San Bernardino Valley. Omnitrans, provider of public mass transit for the San Bernardino Valley in Southern California is seeking a highly skilled professional to join our award winning team. Omnitrans is a great place to work; we are located close to the mountains, the desert, and beaches of Southern California and offer a vast array of recreation, quality schools and affordable housing. An excellent career opportunity is available within our Special Transportation Services Department. This is a full-time position responsible for one-on-one training and support services to eligible Travel Training Program participants. The following duties are standard for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

- Provides one-on-one training and support services to seniors and/or individuals with physical, developmental and/or other disabilities in the safe and proper use of the transit bus system;
- Provides home and on the bus training as required;
- Provides training and instruction in a variety of areas including bus rules and regulations, appropriate public behavior, street crossing skills, emergency procedures and safety, how to read a bus schedule, landmark identification, bus pass procedures;
- Maintains detailed records of trainee progress and prepares required reports as needed;
- Conducts and/or participates in program orientation presentation to community groups and organizations to explain program services and operations;
- Visits applicants' residence and conducts trainee assessment, explaining mobility training goals and services, assessing individual transportation needs and abilities to include identifying any disabilities which would require special training efforts;
- Evaluates assessment information and determines if individuals are eligible for mobility training using well defined eligibility criteria and established procedures;
- Plans and develops individualized training schedules for program participants including identification of special needs training; and
- Develops and maintains contacts with individuals and agencies that make referrals for mobility training.

**THE REQUIREMENTS:** The Candidate selected will possess a High school diploma or general education degree (GED); and one year of related experience and/or training; experience working with individuals with disabilities and/senior citizens. Candidates must possess a valid California driver's license with a good driving record. **Bi-lingual – fluent in Spanish and English highly preferred.** The selected individual will have knowledge of the local transit system as well as the ability to teach ideas, concepts and skills to seniors and individuals with disabilities effectively; work independently and manage time effectively; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; and compute rate, ratio, and percent and to draw and interpret bar graphs. Candidates must be familiar with current business office operating systems, software and programs. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk or hear, use hands to finger, handle or feel, and to reach with hands and arms. The employee is regularly required to climb or balance. The employee must occasionally lift and/or move up to 10 pounds. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate and occasionally loud.

**THE SELECTION PROCESS:** Candidates will be screened for relevant qualifying experience that consists of an evaluation of education and experience as described on the fully completed application. The ***most competitively qualified candidates*** will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug test and a criminal background investigation, which will include Life Scan fingerprinting. For further information about this exciting career opportunity, please call 909/379-7260 or visit our website at: <http://www.omnitrans.org/about/jobs.asp>. We are unable to accept resumes in lieu of a fully completed application but one may be attached. Applications can be obtained at Omnitrans, 1700 W. 5<sup>th</sup> St., San Bernardino, CA 92411.

***EEO/AA including Protected Veterans and Individuals with Disabilities.***