



PERSONNEL COMMISSION
AGENDA OF SPECIAL MEETING
Wednesday, March 15, 2023 - 5:00 P.M.
37230 37th Street East, Room 125
Palmdale, CA 93550

In compliance with the American with Disabilities Act, if special assistance is required to participate in this meeting, contact the Personnel Commission Office at 661-285-2902. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

Pursuant to Government Code 54954.2 (a) (1), the District is required to make documents (revised or otherwise) distributed to the Personnel Commission within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available may for review at the Personnel Commission Office.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL: Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Dale Speights, Commissioner

I. PUBLIC COMMENTS

A. Comments Referencing Agenda Items

II. UNFINISHED BUSINESS

A. Recommendation for Salary Adjustment
Noon Duty/Campus Assistant

B. Approve New Classification and Salary Schedule Placement
Education Trip Driver

INFORMATION/DISCUSSION

ACTION
38-22/23

III. OPEN SESSION ADJOURNMENT _____ P.M

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: March 08, 2023 X REPORT

TO: Personnel Commission ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: SALARY ADJUSTMENT RECOMMENDATION FOR UNREPRESENTED CLASS:
NOON DUTY/CAMPUS ASSISTANT

BACKGROUND

The District is advising the Personnel Commission of their formal recommendation for an adjustment in salary for the Noon Duty/Campus Assistant classification, and welcomes any feedback the Personnel Commission may have on this matter.

STATUS

As the referenced class is unrepresented by a collective bargaining unit, the District recommends increasing their salary rate to \$16.00 per hour effective July 1, 2023, in the interest of employee recruitment and retention. This adjustment will also be a proactive measure should there be any future increase in the minimum wage. In addition, the District recommends a flat \$300 one-time payment, effective April 1, 2023.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: March 08, 2023 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE NEW CLASS DESCRIPTION AND SALARY SCHEDULE PLACEMENT:
EDUCATION TRIP DRIVER

BACKGROUND

The District purchased school buses and specialty buses to provide more activity trips for schools throughout the year, and to serve as a contracted provider for neighboring districts and other organizations. The specialty buses will be primarily used for schools and the community to emphasize learning in specific programs of study, such as Health, Science, Library, and Technology. In order to support the District's transportation needs, a new classification and job description was requested and created for a driver position.

STATUS

The proposed job description titled, Education Trip Driver, with suggested salary schedule placement, is presented for approval. The comprehensive description articulates the skills, abilities, and functional responsibilities of the position as well as the stringent license and certification requirement. The position will also assist the District's current contracted school bus service provider, when necessary, to cover bus routes when there is a shortage of drivers to maintain regular route schedules without delay.

The District and CSEA reached a Tentative Agreement on the proposed job description and salary schedule placement. CSEA also approved it through their 610 process. To appropriately classify this position, a new job class series titled Transportation will be established on the Classified Schematic List of Classes.

RECOMMENDATION

It is recommended that the Personnel Commission approve the new classification, description, and salary schedule placement as presented.

EDUCATION TRIP DRIVER

Bargaining Unit: CSEA Chapter 296

Proposed Salary (Range 35)

~~\$24.70 – \$30.00/hourly~~

\$26.61 - \$32.33/hourly (March 1, 2023)

Work Calendar: 10-month

New Job Class Family: Transportation

DEFINITION

Under the supervision of the Transportation Director and/or designee, operates a school bus to transport students safely and efficiently to and from school, activity trips and special events, and adults who accompany them on educational trips and/or extracurricular activities; follows designated routes in accordance with time schedules; assures bus is in safe operating condition; and performs a variety of duties relative to assigned area of responsibility. Additionally, will operate specialty buses for other activity trips.

DISTINGUISHING CHARACTERISTICS

Bus Driver incumbents must complete the required training and licensure. Due to the nature of the work, employees in this class receive minimal supervision and are expected to follow established rules and guidelines. However, incumbents report to the supervisor who is readily available via two-way radio or cellular phone, and can provide direction on more serious situations which may arise, such as traffic accidents/injuries. Success in this class is based on the incumbent's ability to: drive a large vehicle safely concentrating on road conditions while maintaining good order among students on the bus; follow written and oral instructions; and perform required duties in accordance with strict time schedules. Incumbents can develop additional special competencies for future advancement.

EXAMPLES OF ESSENTIAL DUTIES

Drives a school bus daily over designated activity trips/routes in accordance with time schedules, picking up and discharging students.

- Assists in loading and unloading, students in car seats; five-point restraint system, safety vest special equipment and wheelchairs.
- Ensures that required safety devices are secure and properly used (e.g. seat belts, car seats, five-point safety system, safety vest, wheelchair seat belt, and anchor tie-downs).
- Maintains student release forms, and verifies students are released only to a parent or someone designated by the parent or school.
- Follows specific transportation requirements in student IEPs.
- Escorts all students across streets and roadways (Vehicle Code 22112), and stops traffic when necessary.
- Checks buses at the culmination of each assigned activity trip to ensure no students or property are left behind.
- Utilize two-way radio systems or other devices (i.e. cell phone) to communicate with dispatch staff during field trips or emergencies, only when the bus is stopped at a safe location and secured.
- Transports students, teachers, and other adults on activity trips to various locations, while observing departure and arrival times as scheduled.
- Backfill for daily student bus routes as needed.

- Inspects bus prior to operation for safety purposes as required (Calif. Code Regulations 13 § 1215 Vehicle Condition), and additional components in accordance with District policy.
- Monitors camera systems to ensure they are functioning properly.
- Maintains proper fuel and fluid levels; cleans exterior and interior of buses, including windshields, windows, headlights, picking up debris, sweeping and mopping the floor, wiping and cleaning upholstery, and bodily fluids.
- Manages and maintains appropriate behavior among students on buses and while the bus is parked at bus stops; follows District policies regarding student control, and contact with parents and the public.
- Reports mechanical problems or equipment malfunctions, and all incidents affecting the safety of students.
- Performs first aid or emergency assistance; files accident reports.
- Attends scheduled safety meetings and safety programs.
- Maintains records of all activity trips; prepares and completes accurate records as required by State and District laws, regulations and policies.
- Keeps current and maintains all driver's licenses, special driver certificate, DOT Medical Exam, and First Aid credentials as required to drive in the State of California.
- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Performs other duties as required to accomplish the objectives of the position.

KNOWLEDGE, SKILLS, ABILITIES, AND TRAITS

Knowledge and Skills:

Requires a complete working knowledge and understanding of safe bus driving practices sufficient to recognize problems and take appropriate action. Must have a basic understanding of State laws, rules, and regulations and Education Code sections pertaining to school bus operations and pupil transportation. Must know and understand how to apply first-aid practices. Requires sufficient communication skills to maintain harmony within a work team and with students. Knowledge of loading and unloading students in car seats, five-point restraint system, safety vest special equipment, and wheelchairs.

Ability To:

- Perform all of the duties of the position with minimal supervision.
- Drive a school bus and specialty bus safely and efficiently while keeping to well-established schedules.
- Maintain order among students, both while driving and at bus stops.
- Recognize malfunctions in equipment and take appropriate action.
- Maintain vehicles in clean and safe operating condition.
- Administer first aid to ill or injured students.
- Learn designated bus routes, including stops and traffic hazards.
- Perform routine, repetitive tasks on a continuous basis, and sit for prolonged periods of time.
- Maintain confidentiality of privileged information.
- Prepare and maintain required records.
- Read and write sufficiently to perform all of the duties of the position including understanding applicable laws, regulations, and codes required.
- Communicate effectively, both orally and in writing, with those contacted in the course of work.

TRAITS:

- Puts safety first for self and others;
- Diligently attends to details and quality;
- Strives to meet customers' needs;
- Is punctual and follows through;
- Easily adapts to situations and changes;
- Appreciates the differences among people;
- Stays focused and has good work ethic;
- Works around obstacles and is self-starting.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or evidence of equivalent educational proficiency. Successful completion of a minimum of 20 hours of classroom instruction related to skills and safety requirements for driving a school bus; and successful completion of a minimum of 20 hours of instruction behind the wheel of a school bus required.

Experience and Training: One year experience in driving a large transit school bus.

License and Certification:

- Valid Class A or B, California Commercial Driver License with Passenger, School Bus, and Air Brake Endorsements
- Possession of a current Medical Examination Report (MEC Form, MCSA-5875).
- California Special Driver Certificate designated for School Bus (with no restrictions for Air Brakes and/or Conventional Type-II buses only) issued by the California Department of Motor Vehicles.
- Valid First Aid certificate comparable to the American Red Cross Standard First Aid certificate, or approved by California Emergency Medical Service Authority (EMSA) School Bus Training program providers.
- Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

IMPORTANT NOTE: This classification has been designated as safety-sensitive in accordance with the drug and alcohol testing requirements adopted by the District pursuant to Board Policy 4212.42.

All licenses and certificates listed above must remain current and maintained during the course of employment unless otherwise noted.

WORKING CONDITIONS AND PHYSICAL ABILITIES

Work is performed in an indoor and outdoor environment with seasonal weather conditions. Ability to safely lift, carry, push or pull objects weighing up to 50 pounds without assistance; assist students with disabilities on and off the bus; lift passenger ambulatory aids, such as wheelchairs, onto platforms. Sitting for extended periods of time; some standing, stooping, crouching, bending, reaching overhead and horizontally, frequent walks up and down the steps of a bus. Mobility of arms, dexterity of hands, fingers, leg-foot to drive a bus; visual acuity including depth perception with or without correction; hearing sufficient to be aware of traffic and road conditions/distractions, and listen to passengers and perceive information at normal speaking levels.

Incumbents may be exposed to driving a school bus during adverse weather and traffic conditions; exposures to dust, allergens, gas, bus exhaust, odors; traffic and passenger noise; direct contact with students, District personnel, the public, and uncooperative individuals.