

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
DIVISION OF PERSONNEL SERVICES
Classified Service**

September 6, 2011
ANNOUNCEMENT OF EXAMINATIONS TO
ESTABLISH AN ELIGIBILITY LIST VALID FOR SIX MONTHS

TO BE POSTED ON ALL CLASSIFIED BULLETIN BOARDS – ANNOUNCEMENT # 090611-01

POSITION TITLE: **BUS DRIVER**

SALARY: 2010-11 Service Employees International Union (SEIU) Salary Schedule - Range 319 - \$16.31/Hr. - \$17.98/Hour, plus 5% if a Split Shift. Advanced salary placement is contingent upon at least 3 years of equivalent experience within the past 10 years in a public school district or county office of education.

WORK YEAR: 180 Days/Year—school days only. Start date as soon as possible, dependent upon fingerprint and Tuberculosis clearance and physical.

PURPOSE: To establish an eligibility list for vacancies occurring in the next six months, to fill current vacancy and to establish a substitute list.

APPLICATION PROCEDURE: **BUS DRIVER TRAINING IS AVAILABLE
IF CURRENTLY ENROLLED IN TRAINING, ATTACH PROOF OF TRAINING.**

- ◆ District Application/Supplemental Application
- ◆ Valid School Bus Operator's Certificate
- ◆ Valid California Driver's License
- ◆ Medical Examiner's Certificate
- ◆ H-6 DMV Printout Showing Driving Record (Ensure you receive an H-6 printout)
- ◆ **At least two signed letters of recommendation on letterhead**

Submit all of the above to the Personnel Office, San Luis Coastal Unified School District, 1500 Lizzie St., Building A, San Luis Obispo, CA 93401-3062. **APPLICATIONS WILL BE ACCEPTED UNTIL 4:00 PM, SEPTEMBER 27, 2011.** Call 805-549-1230 if any questions.

TEST INFORMATION:

- A) 40% - The District Application and Supplemental Application forms covering relevant knowledge, skills, abilities, experience and will be evaluated on a job-related basis. An evaluation of license and certificate requirements will be conducted also. Minimal passing score is 70%.

It is anticipated that the eight applicants with the highest scores will be eligible to proceed to Step "B", an oral interview. Applicants eligible to proceed to step "B" will be notified by telephone.

- B) 60% - An oral interview covering personal qualifications, experience, and training will be scheduled. Candidates will be contacted when a time has been determined. Minimal passing score is 70%.

SPECIAL NOTES:

- 1) *Correctly filling out forms and following other instructions contained in this notice are part of the testing process. 2) Applicants with disabilities need to notify the Personnel Office of any special needs so that adequate preparation may be made for their testing. 3) Veterans qualifying for the oral board examination may receive 5 additional points added to their final score if proof of discharge is submitted at time of oral board interview. A "veteran" as used here means any person who served in the United States armed forces or National Guard in time of war, or national emergency. 4) Eligibility lists are established for a period of six months. In accordance with Personnel Commission Rule 6.2, names may be certified from the Open Eligibility List before the Promotional Eligibility List is exhausted.*

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

BUS DRIVER

PURPOSE OF POSITION

To drive a school bus over designated routes for the purpose of safely transporting students to and from school and on special trips, transport students with disabilities, in wheel chairs, or who otherwise require special help, and perform related duties as assigned.

SUPERVISION

Receive general supervision from the Transportation Supervisor.

ESSENTIAL FUNCTIONS - Duties may include, but are not limited to, the following:

Drive a school bus daily over designated routes in accordance with time schedules, picking up and discharging students.

Review registration lists to insure that only registered students ride the bus and that students are getting off the bus at the appropriate stop.

Maintain good order among students on the bus following District policies regarding student discipline.

Perform daily pre-trip inspections of the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order. Report problems or equipment malfunctions.

Operate a cell phone/push-to-talk radio to communicate between the office and bus drivers.

Complete all paperwork as required by law such as daily trip reports, load counts, and records of daily bus inspections.

Escort students across streets when necessary, stopping traffic as needed.

Lift and position students with disabilities on board and into seats before fastening or checking seat belts.

Secure wheelchairs into place on the bus.

Transport students, teachers, and chaperones on field trips to various locations making departure and arrival time as scheduled.

Assist in maintaining the school bus and other motor equipment in a clean and safe operating condition by washing the bus, sweeping the bus, and fueling the bus.

Respond to requests for information and resolve concerns presented by parents and school staff.

Update bus route sheet as needed.

File accident reports when necessary.

Attend scheduled safety meetings and safety programs; report incidents which affect the safety of pupils.

BUS DRIVER (continued)

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job duties, driving a school bus, observing students, and reading bus schedules and other printed matter; see and distinguish colors; understand speech at normal levels in person and on the telephone and cell phone/push-to-talk radio; communicate so others will be able to clearly understand a normal conversation in person and on the telephone and cell phone/push-to-talk radio; operate a school bus, secure and disengage wheelchairs and seat belts, and service the bus with dexterity; and lift up to 50 pounds to waist height, up to 25 pounds to shoulder height, and participate with manual or mechanical assistance in moving significantly heavier items. The duties are performed on a school bus and require sitting for long periods of time, bending to check bus equipment, crouching to check tires, climbing bus steps, pushing/pulling the shifting lever, lifting and positioning students with disabilities, locking wheelchairs in place, and reaching in all directions to wash the bus and perform other duties.

QUALIFICATIONS

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would include one year of increasingly responsible bus driving experience, graduation from high school, and the ability to read and write at a level necessary for successful job performance.

License or Certificate: Possession of a valid California driver's license, valid school bus operator's certificate, and current medical examiner's certificate.

Skills, Knowledge, and Abilities: Knowledge of safe driving practices; State laws, rules, and regulations pertaining to school bus operations and pupil transportation; and first aid practices.

Ability to drive a school bus safely and efficiently; maintain order among students on a school bus; learn emergency procedures for working with students with disabilities; recognize malfunctions in equipment and take appropriate action; learn designated bus route, including stops and traffic hazards; maintain detailed records; work independently without supervision; communicate clearly and concisely, both orally and in writing; and establish and maintain cooperative working relationships with those contacted in the course of work.



Classified Personnel Application

San Luis Coastal Unified School District
Ryan Pinkerton, Director of Personnel Services
1500 Lizzie Street, San Luis Obispo CA 93401 – (805) 549-1233; FAX (805)543-7087

Position for which you are applying: _____

Applicants will be required to submit proof of U.S. citizenship or legal U.S. residence, if hired. Each classified applicant selected for employment will be required to (a) be fingerprinted, (b) provide social security number, (c) swear or affirm allegiance in writing to the United States and to the State of California, and (d) furnish proof of a current intradermal tuberculin test. Applicants may be required to take a post-offer job-related medical examination at the employer's expense.

I. GENERAL INFORMATION

Name: _____
Last First Middle Initial

Address: _____
Street City State Zip

e-mail Address: _____

Telephone Numbers: Home: _____ Cell: _____ Work: _____

San Luis Coastal Unified School District does not assign two members of the same family to positions where one would supervise the other. Do you have any relatives employed by this District? Yes No

If yes, name of relative: _____

Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of nolo contendere, in California or in any other state or place? Yes No (If yes, describe below.)

(A conviction will not automatically bar you from consideration for employment. However, if you fail to disclose the fact of a conviction, that failure will result in disqualification from the employment process. Education Code prohibits hiring individuals convicted of narcotics or sex offenses, or serious and violent crimes. Fingerprint criminal history clearance is required by law of all school employees prior to date of employment.)

Offense: _____ Date: _____

Court: _____ Disposition: _____

II. In addition to the supervisors listed on the reverse side of this application, please list a minimum of three people not related to you who have knowledge of your ability to perform the duties of the position for which you wish to be considered.

Name	Occupation	Mailing Address	Phone Number

III. EDUCATIONAL AND PROFESSIONAL TRAINING List educational training chronologically beginning with high school:

Name of High School/University	City/State	Major	Type of Degree or number of semester or quarter units completed

IV. WORK EXPERIENCE Begin with your PRESENT employer and list your work experience in reverse order. Include self-employment and periods of unemployment in excess of six months as separate periods. If additional space is needed, attach separate page, but please follow same format.

Name of Employer:		Type of Business:			
Job Title:		List your main duties:			
Supervisor's Name and Title:					
Phone Number:					
Dates of Employment: From:				To:	
# Hrs/Week:				Last Salary Earned: \$	
Reason for Leaving:					

Name of Employer:		Type of Business:			
Job Title:		List your main duties:			
Supervisor's Name and Title:					
Phone Number:					
Dates of Employment: From:				To:	
# Hrs/Week:				Last Salary Earned: \$	
Reason for Leaving:					

Name of Employer:		Type of Business:			
Job Title:		List your main duties:			
Supervisor's Name and Title:					
Phone Number:					
Dates of Employment: From:				To:	
# Hrs/Week:				Last Salary Earned: \$	
Reason for Leaving:					

Name of Employer:		Type of Business:			
Job Title:		List your main duties:			
Supervisor's Name and Title:					
Phone Number:					
Dates of Employment: From:				To:	
# Hrs/Week:				Last Salary Earned: \$	
Reason for Leaving:					

I certify that I have made true, complete, and correct answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with San Luis Coastal Unified School District. My signature below authorizes San Luis Coastal Unified School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as previous employers, personal references, professional references, and other appropriate sources. I waive my right of access to any information so obtained.

Signature of Applicant: _____

Date: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation, at any district site and/or activity.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
DIVISION OF PERSONNEL SERVICES

Supplemental Application for Bus Driver

Directions: This Supplemental Application Form is part of the selection process. Please write complete and accurate statements. Do not use phrases such as "see application form" or "see attached resume."

On a separate page(s), please write complete, full, and accurate statements to describe your abilities in the following areas:

1. Being tactful and diplomatic regarding complaints.
2. Remaining calm in emergencies.
3. Handling discipline of students of all ages.
4. Adaptable to rapid change of procedures/priorities.
5. Perform vehicle inspections such as safety checks, which include checking oil and water levels, operation of all lights and warning systems, brakes, and tires.