

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA

December 15, 2010 – 4 p.m.
Personnel Office Conference Room

Open Session

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SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
December 15, 2010

OPEN SESSION

<u>1. ROLL CALL:</u>	<u>Present</u>	<u>Absent</u>
Gail Sears, Chairperson	_____	_____
Navjit Brar, Vice-Chairperson	_____	_____
Kent Taylor	_____	_____

2. APPROVAL OF MINUTES OF REGULAR MEETING

The minutes of the Regular Personnel Commission Meeting of November 17, 2010, are presented on the following pages.

RECOMMENDATION:

It is recommended that the minutes of the regular meeting of November 17, 2010, be approved.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING MINUTES
November 17, 2010

Place of Meeting: Personnel Office Conference Room
1500 Lizzie Street
San Luis Obispo, California

Type of Meeting: Regular

Time of Meeting: 4:00 p.m.

OPEN SESSION

1. ROLL CALL:

Commissioners Present: Gail Sears, Chairperson
Navjit Brar, Vice-Chairperson
Kent Taylor

Staff Present: Rick Robinett, Assistant Superintendent, Personnel/Educational Services
Jean Keller, Personnel Analyst
Nancy Kunde, Personnel Assistant

Guests Present: Brenda Cartwright, Transportation Dispatcher
Dennise Gello, Transportation Supervisor
Jeff Guy, Director, Facilities, Operations, and Transportation
Cheryl Hill, Administrative Assistant, Instructional Services, and
CSEA Past-President

2. APPROVAL OF MINUTES OF REGULAR MEETING

The minutes of the regular meeting of September 22, 2010, were approved as presented. (M/S/P Taylor/Brar/Sears)

3. SWEARING IN OF COMMISSIONER

Navjit Brar has served on the Commission since January, 2000, as the appointee of the other two Commissioners. Her term was due to expire on December 1, 2010. At the August, 2010, meeting, Commissioner Brar said that she was available to serve another three-year term, and Commissioners Sears and Taylor indicated that they were in favor of her continuing. Rick Robinett administered the loyalty oath to Ms. Brar.

4. PUBLIC COMMUNICATION TO THE COMMISSION

There were no requests to address the Commission.

5. INFORMATION: ORAL REPORTS

Rick Robinett announced that Brenda Karleskint, Personnel Receptionist, will be retiring at the end of December.

Jean Keller distributed copies of the 2010-11 Commission Goals and updates to the Rules and Regulations that were approved at the previous meeting.

REGULAR PERSONNEL COMMISSION MEETING MINUTES

November 17, 2010

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Commissioner Sears asked that the Commissioners be provided with information on legal update workshops that they could attend. She thought there may be updates provided locally for Board members that would also be informative for the Commissioners.

6. INFORMATION: REPORT OF TESTING

Nancy Kunde provided a report on the results of recent testings. The following are new hires:

Belinda Hatley	Food Service Worker, Los Ranchos Elementary
Mark Moore	Food Service Worker, Laguna Food Service
Diane Playan	Special Education Paraeducator, Del Mar Elementary

7. INFORMATION: CORRESPONDENCE RECEIVED

No correspondence was received.

8. INFORMATION/DISCUSSION: 2010-11 FULL-TIME EQUIVALENCY REPORT

The Commissioners received the 2010-11 Full-Time Equivalency Report.

9. DISCUSSION: CLASSIFICATION REVIEW: TRANSPORTATION JOB FAMILY (First Reading)

Jean Keller reported that the classification review of the Transportation Job Family has been completed. This job family includes the following job classifications: Crossing Guard; Bus Driver; Bus Driver/Operations Service Worker; Bus Driver Trainer; Transportation Dispatcher; and Transportation Supervisor. Dennise Gello, Transportation Supervisor; Brenda Cartwright, Transportation Dispatcher; and Jeff Guy, Director of Facilities, Operations, and Transportation were present to participate in the discussion of the proposed revisions in the class specifications.

The Commissioners carefully reviewed the proposed updates. Those in attendance responded to the Commissioners' questions and provided additional information on several of the duties and job requirements. Additional changes were suggested by the Commissioners. The class specifications will be brought back for a second reading at the next meeting.

10. NEXT MEETING

The next regular Personnel Commission meeting is scheduled for 4 p.m., Wednesday, December 15, 2010.

11. CLOSED SESSION

There were no closed session discussions.

The meeting was adjourned at 5:30 p.m.

Rick Robinett
Assistant Superintendent, Personnel and Educational Services

(The agenda of this meeting and the informational materials, reports and personnel items provided to the Commission members are incorporated as attachments to the official minutes.)

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
December 15, 2010

3. PUBLIC COMMUNICATION TO THE COMMISSION

At this point on the agenda, opportunity is provided for an individual or a representative of a group to address the Commission. Each speaker shall be limited to three minutes and the total time allotted for Public Communication to the Commission will be 20 minutes.

In order to assist the Chairperson, please complete the Request to Address the Personnel Commission and hand the form to the Commission Chairperson prior to the beginning of the meeting.

The Commission will not take action on an item introduced during Public Communication as this would constitute an illegal act on the part of the Commission.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
 REGULAR PERSONNEL COMMISSION MEETING AGENDA
 December 15, 2010

4. INFORMATION:
ORAL REPORTS

5. INFORMATION:
REPORT OF TESTING

Since the last regular meeting of the Personnel Commission, the following tests were administered:

POSITION	NUMBER OF VACANCIES	COMP. APPL. RECVD	WRITTEN TEST		ORAL	
			NO. TESTED	NO. PASSED	NO. TESTED	NO. PASSED
Senior Secretary Clerk	2	35	32	28	10	10

6. INFORMATION:
CORRESPONDENCE RECEIVED

At the time this agenda was prepared, no correspondence had been received.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
December 15, 2010

7. DISCUSSION/ACTION:
CLASSIFICATION REVIEW: TRANSPORTATION JOB FAMILY (Second Reading)

This item was presented for a first reading at the previous meeting. It is presented at this time for a second reading and action.

The classification review of the Transportation Job Family has been completed. The Transportation Job Family includes the following classifications:

Crossing Guard
Bus Driver
Bus Driver/Operations Service Worker
Bus Driver Trainer
Transportation Dispatcher
Transportation Supervisor

A summary of the duties and qualifications for the classifications is presented on the following page.

Position questionnaires were distributed to all employees and supervisors in the job family. Suggested changes and updates were received from employees and supervisors. A site visit was made to the Transportation Offices. Based on written comments submitted by employees and information obtained in discussions with employees and the supervisor, the class specifications have been updated. Drafts of the proposed changes are presented on the following pages. Deletions are ~~struck-out~~; additions are underlined. Changes suggested during the first reading are double-underlined.

RECOMMENDATION:

That the Commission approve the changes in the class specifications for Crossing Guard, Bus Driver, Bus Driver/Operations Service Worker, Bus Driver Trainer, Transportation Dispatcher, and Transportation Supervisor.

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
DIVISION OF PERSONNEL SERVICES
 Transportation Job Family – November 2010

Class Title	Purpose of Position	Qualifications	Number of Positions	Salary Range (Step A – Step E)
Crossing Guard	Direct students across intersections and during access to and egress from school grounds.	Some experience working with children and ability to read and write at level necessary for successful job performance.	16	\$10.20 - \$12.40/hour \$1,775 - \$2,158/month
Bus Driver	Drive a school bus over designated routes.	One year of bus driving experience and graduation from high school. Valid driver's license, school bus operator's certificate, and medical examiner's certificate.	15	\$16.31 - \$19.82/hour \$2,838 - \$3,449/month Plus 5% shift differential when applicable
Bus Driver/Operations Service Worker	Drive a school bus over designated routes. When not driving, clean and maintain assigned buildings and grounds.	One year of bus driving experience and graduation from high school. Valid driver's license, school bus operator's certificate, and medical examiner's certificate.	13	\$16.31 - \$19.82/hour \$2,838 - \$3,449/month
Bus Driver Trainer	Train school bus drivers, review and rate proficiency skills of drivers, and provide classroom and behind-the-wheel driving certification.	Five years of bus driving experience, graduation from high school, and graduation from the California State School Bus Driver Instructor Academy. Valid driver's license, school bus operator's certificate, medical examiner's certificate, and school bus instructor's certificate.	1	\$18.91 - \$22.99/hour \$3,290 - \$4,000/month
Transportation Dispatcher	Assist in coordination and operation of the District's pupil transportation system, dispatch buses, and process trip requests.	Three years of bus driving experience and graduation from high school. Valid driver's license, school bus operator's certificate, medical examiner's certificate, and possession of, or ability to renew, a school bus instructor's certificate.	1	\$19.87 - \$24.15/hour \$3,457 - \$4,202/month
Transportation Supervisor	Coordinate, supervise, and direct the operation of the District's pupil transportation system.	Five years experience in transportation fleet operations, supervision experience, and academic training in transportation, business administration, or equivalent.	1	\$71,448 - \$77,338 Annual salary Full year position

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

CROSSING GUARD

PURPOSE OF POSITION

To direct students across intersections and during access to and egress from school grounds and to assure their safety during the process.

SUPERVISION

Receives direction from the School Principal.

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

Accompany children at crosswalks and intersections.

Assure the safety of children by directing them and controlling traffic in their assigned area.

May assist in maintaining order in the area of drop off and pick up before and after school.

Report behavioral problems to the school principal or designee.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires physical mobility to accompany groups of students across the street several times during a shift; the ability to see for purposes of performing essential job duties, observing children, watching vehicular traffic, and reading traffic signs; understand speech at normal levels and hear traffic sounds; communicate clearly and with sufficient volume to be heard in traffic areas; lift up to 10 pounds to shoulder height, and, on occasion, assist in lifting up to 70 pounds. The duties are performed outdoors and subject to weather conditions and noise from vehicular traffic and groups of children.

QUALIFICATIONS

Experience/Training: Any combination of experience and training equivalent to some experience working with children is desirable and formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Skills, Knowledge, and Abilities: Knowledge of traffic laws appropriate to school zones. Ability to direct children and adults in an effective and courteous manner and maintain control of large numbers of children in a hectic environment.

Classification Review Conducted October 2010
Approved by the Personnel Commission on _____

**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 who are mentally or physically disabled~~, 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. ~~Make routine safety checks, Report problems or equipment malfunctions.~~

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

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 ~~disabled students~~ on board and into seats before fastening or checking seat belts.

Secure wheelchairs into place on the bus.

Transport students, ~~and~~ 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, ~~and performing daily inspection.~~

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 two-way 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 two-way 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, ~~and~~ 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 ~~disabled~~ 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 ~~formal or informal training which provides 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 ~~mentally and physically disabled children~~; recognize malfunctions in equipment and take appropriate action; learn designated bus route, including stops and traffic hazards; maintain detailed ~~simple~~ 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.

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

BUS DRIVER/OPERATIONS SERVICE WORKER

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 who are mentally or physically disabled~~, in wheel chairs, or who otherwise require special help, and perform related duties as assigned. To complete a full-time duty-day, when not driving a bus, clean, maintain, and perform routine maintenance to assigned buildings and grounds, and perform related duties as assigned.

SUPERVISION

When performing Bus Driver duties, receive general supervision from the Transportation Supervisor. When performing Operations Service Worker duties, receive general supervision from the Operations Supervisor; receive technical and functional supervision from other custodial, grounds, or maintenance staff.

ESSENTIAL FUNCTIONS

When serving as a Bus Driver, 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. ~~Make routine safety checks, Report problems or equipment malfunctions.~~

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

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 ~~disabled students~~ on board and into seats before fastening or checking seat belts.

Secure wheelchairs into place on the bus.

Transport students, ~~and~~ 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, ~~and performing daily inspection.~~

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

Update bus route sheet as needed.

BUS DRIVER/OPERATIONS SERVICE WORKER (continued)

File accident reports when necessary.

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

When serving as an Operations Service Worker, after receiving necessary training, duties may include, but are not limited to, the following:

Sweep, mop, strip, wax, and buff floors; vacuum and shampoo rugs and carpets.

Dust, wash, and polish furniture and woodwork; polish metalwork.

Empty and clean waste receptacles.

Clean dry erase boards and blackboards; empty pencil sharpeners.

Wash windows, glass surfaces, doors, and walls.

Clean and disinfect restrooms and locker rooms; disinfect drinking fountains; fill paper and soap dispensers; clear clogged drains and toilets.

Assist in cleaning trash and debris from grounds, parking lots, and outdoor areas.

Assist in moving, arranging, setting up, and taking down furniture and equipment for classrooms, assemblies, special events, and meetings.

Make minor repairs including, but not limited to, replacing light bulbs and fluorescent light tubes and replacing audio-visual equipment lights.

Identify and report physical safety concerns at assigned sites; report and clean up areas of vandalism.

Assist in delivering supplies and furniture to assigned rooms.

Participate in site clean-up during the summer.

Perform all phases of routine grounds maintenance as assigned. Typical assignment includes mowing, edging, weed control, power blowing, raking, and sweeping.

~~When trained,~~ Prune shrubs, ground cover, and trees. Cut and remove fallen trees and limbs.

Prepare ground for planting. Typical assignment includes planting, replanting, watering, weeding, and fertilizing.

~~When trained,~~ Mix and apply pesticides, herbicides, and growth regulators.

~~When trained,~~ Take appropriate measures to control rodents.

Maintain and prepare athletic fields. Typical assignment includes fertilizing, reseeding, resodding; marking lines, and erecting goalposts.

~~When trained,~~ Maintain irrigation equipment by replacing sprinkler heads and repairing broken lines. Monitor system function and program irrigation controllers.

Load, transport, and unload risers for special events at school sites.

Assist in a variety of grounds construction projects, such as installation of new landscaping, removal and installation of concrete, construction of retaining walls, and construction and repair of playground equipment.

BUS DRIVER/OPERATIONS SERVICE WORKER (continued)

Repair blacktop areas as needed by filling holes.

Clean and clear storm drains and wash-outs.

Report, remove, and repair safety hazards found on school grounds.

When trained, remove, handle, and maintain asbestos-containing materials.

Operate appropriate power and hand tools to complete assignments. When trained, operate heavy machinery pertaining to special projects as required.

Demonstrate flexibility in meeting frequent changes in scheduling and priorities

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 two-way 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 two-way 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, ~~and~~ 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 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 ~~disabled~~ disabled students with disabilities, locking wheelchairs in place, and reaching in all directions to wash the bus and perform other duties.

The position requires the ability to operate cleaning equipment, tools, and grounds maintenance equipment with dexterity; occasionally move equipment and supplies weighing up to 80 pounds, and participate with manual or mechanical assistance in moving significantly heavier equipment and supplies.

The position requires the ability to work both indoors and outdoors in a variety of climatic conditions and perform strenuous physical work with dexterity including bending, kneeling at ground level, climbing ladders, pushing/pulling equipment and supplies, reaching in all directions, long periods of standing/walking, working in tiring and uncomfortable positions, and, with appropriate safety equipment, working with solvents, detergents, herbicides, pesticides, asbestos-containing materials, and other chemicals. A physical examination to verify the ability to perform duties is required as part of the hiring process.

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 ~~formal or informal training which provides~~ 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. Knowledge of basic materials, disinfectants, equipment and methods used in custodial and grounds work.

BUS DRIVER/OPERATIONS SERVICE WORKER (continued)

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 ~~mentally and physically disabled children~~; recognize malfunctions in equipment and take appropriate action; learn designated bus route, including stops and traffic hazards; maintain ~~detailed~~ simple records; work independently without supervision; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work. Ability to learn to use cleaning equipment and materials with skill and efficiency and ability to learn to use tools used in grounds and maintenance work, which could include heavy equipment. Ability to learn methods used to care for plants, shrubs, trees, and lawns and specialized maintenance procedures in such areas as weed control, blacktop and asphalt work, and sprinkler systems.

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

BUS DRIVER TRAINER

PURPOSE OF POSITION

To train new and continuing school bus drivers, review and rate proficiency skills and performance of school bus drivers, provide classroom and behind-the-wheel defensive driving and training certification for all District school bus drivers, maintain all records regarding drivers as required by law and assure that all legal requirements are met, drive a ~~regular or at need~~ route as necessary, and perform related duties as assigned.

SUPERVISION

Receive general supervision from the Transportation Supervisor. May exercise functional and technical supervision over bus drivers.

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

Conduct, implement, and monitor an effective and well organized driver training program for school bus drivers as prescribed by state laws and regulations.

Plan and coordinate training schedules; contact participants; arrange classroom facilities; and obtain materials, examinations, and manuals relating to pupil transportation regulations and safe driving practices.

Train new driver applicants in bus driving skills, in groups or individually, and give behind-the-wheel training.

Conduct proficiency training for all newly employed bus drivers.

Provide training and instruction to qualify drivers for license renewal.

Arrange for school bus driver examination appointments with California Highway Patrol officials.

Maintain training records for bus drivers as required by law; notify drivers of lack of training driving hours; and notify drivers of license and medical card expiration.

Verify and review a variety of driver logs, bus conduct reports, mileage reports, and time reports for completeness and conformance with established regulations and procedures.

Schedule driver safety meetings and present updates and reviews of laws and regulations and other safety information.

Investigate complaints from the public or District personnel regarding transportation services; perform a follow-up safety check.

~~Perform safety checks; investigate driver complaints as necessary.~~

Assign buses and drivers for bus evacuation drills; maintain records on drills as required by state regulations.

Instruct drivers on good public and student relations and techniques of student bus discipline.

Verify that all District drivers, including employees, coaches, and volunteers, are placed in the California Department of Motor Vehicles "pull notice program." Review reports from the California Department of Motor Vehicles regarding district driver violations and take appropriate action.

Work effectively with local CHP school bus officers and other school bus instructors.

Drive all bus routes when required or assigned.

BUS DRIVER TRAINER (continued)

Assist in preparing annual bus routes and reorganizing and reestablishing those routes if needed.

Operate a computer to prepare a variety of reports, letters, and memos; compose correspondence related to responsibilities assigned.

Provide dispatch services when the Transportation Dispatcher is out of the office or absent.

Assist in processing payments for student transportation and answering questions from parents with regard to the "Parent Pay Program."

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

Respond to requests for information and resolve problems or concerns presented by parents, District employees, the general public, and representatives from various law enforcement agencies.

Operate a variety of office equipment, including a computer copiers, fax machines, and phones.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job duties, driving a school bus and reading printed matter; see and distinguish colors; understand speech at normal levels in person and on the telephone and cell phone/push-to-talk two-way radio; communicate so others will be able to clearly understand a normal conversation in person, on the telephone and cell phone/push-to-talk two-way radio; operate computer equipment, copy machine, and other office machines with dexterity as well as ability to operate a school bus; and occasionally lift/carry office supplies and printed materials weighing up to 10 pounds. On those occasions when assigned to drive a school bus must be able to lift up to 50 pounds to waist height, and up to 25 pounds to shoulder height, and participate with manual or mechanical assistance in moving significantly heavier items. The duties are performed in an office and on a school bus and require sitting at a desk or on a bus for long periods of time, crouching to check tires, climbing bus steps, pushing/pulling the shifting lever, and reaching in all directions.

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 five years experience as a school bus driver, including experience in transporting handicapped students with disabilities, graduation from high school, and formal or informal training which provides the ability to read and write at a level necessary for successful job performance and graduation from the California State School Bus Driver Instructor Academy.

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

Skills, Knowledge, and Abilities: Knowledge of safe driving practices and procedures; California State Department of Education, the California Highway Patrol, and Federal State laws, rules and regulations pertaining to school bus operations and pupil transportation; first aid practices and other emergency measures; and modern office procedures and methods including tactful and courteous telephone skills.

Ability to conduct a school bus driver training program; remain calm and exercise sound judgment in stressful and emergency situations; manage and prioritize multiple tasks; maintain detailed records; work independently at complex tasks without supervision; drive all types of school bus equipment; recognize malfunctions in equipment and take appropriate action; learn to operate a cell phone/push-to-talk radio; operate a computer and peripheral equipment; utilize or quickly learn to utilize word processing, spreadsheet, e-mail, and specialized data base programs; communicate clearly and concisely, both orally and in writing; and establish and maintain cooperative relationships with those contacted in the course of work including students, parents, site administrators and other District employees.

Classification Review Conducted October 2010

Approved by the Personnel Commission on _____

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

TRANSPORTATION DISPATCHER

PURPOSE OF POSITION

To assist in the coordination and operation of the District's pupil transportation system, dispatch buses, process trip requests, and perform related duties as assigned.

SUPERVISION

Receive general supervision from the Transportation Supervisor. May exercise functional and technical supervision over bus drivers and substitute bus drivers.

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

Ensure coverage of daily, regularly scheduled bus routes. Contact and assign substitute bus drivers as needed to cover absences and special bus trips.

Coordinate and assign drivers and equipment to special excursions and field trips. Maintain a record of extra hours worked by drivers to insure that hours are distributed equitably in accordance with contract.

Process trip requests by coordinating and verifying schedule with requesting site and assigning a driver.

Request bids from vendors, and coordinate and schedule charter trips with vendors. Process vendor invoices for payment.

Verify and review a variety of driver logs and reports ~~bus conduct reports, mileage reports, and time reports~~ for completeness and conformance with established regulations and procedures.

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

~~Answer two-way radio; dispatch buses as necessary.~~

Serve as substitute bus driver as needed; drive a school bus as needed over prescribed routes and in accordance with time schedules.

Assist in evaluating needs for bus stops; assist in preparation of annual bus routes as necessary; prepare bus route schedules for newspaper publication and mailing prior to opening day of school.

Operate a computer to prepare a variety of reports, letters, and memos; compose correspondence related to responsibilities assigned.

Respond to requests for information and resolve problems or concerns presented by parents, District employees, the general public, and local law enforcement agencies.

Maintain calendars of field trips and schedules of safety meetings and various events; coordinate activities with other departments, the public, and outside agencies.

Be on-call and available outside of the duty day as needed.

Operate a variety of office equipment, including ~~a computer~~ copiers, fax machines, and phones. Troubleshoot malfunctions of cell phones/push-to-talk radios; reprogram and replace sim cards as necessary.

TRANSPORTATION DISPATCHER (continued)

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job duties, driving a school bus and reading bus schedules, procedures, mail 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 two-way 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 two-way radio; operate computer equipment and other office machines with dexterity, as well as ability to operate a school bus; and occasionally lift/carry office supplies and printed materials weighing up to 10 pounds. On those occasions when assigned to drive a school bus must be able to lift up to 50 pounds to waist height, and up to 25 pounds to shoulder height, and participate with manual or mechanical assistance in moving significantly heavier items. The duties are performed in an office and on a school bus and require sitting at a desk or on a bus for long periods of time, bending to clean the bus, crouching to check tires, climbing bus steps, pushing/pulling shifting lever, and reaching in all directions.

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 three years of responsible bus driving experience and graduation from high school ~~the completion of the twelfth grade.~~

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

Skills, Knowledge, and Abilities: Knowledge of the California State Department of Education, the California Highway Patrol, and Federal State laws; rules and regulations pertaining to school bus operations and pupil transportation; modern office procedures and methods; principles and procedures of record keeping; and safe driving practices.

Ability to learn, interpret, and apply District and other applicable rules and regulations pertaining to pupil transportation; ~~learn to operate a cell phone/push-to-talk two-way~~ radio; operate a computer and peripheral equipment; ~~utilize or quickly learn to utilize~~ word processing, spreadsheet, e-mail, and specialized data base programs ~~and keyboard at a speed sufficient for successful job performance~~; work independently in the absence of supervision; manage and prioritize multiple tasks; maintain detailed records; analyze situations accurately and adopt an effective course of action; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; and establish and maintain cooperative working relationships with those contacted in the course of work.

Classification Review Conducted October 2010
Approved by the Personnel Commission on _____

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

TRANSPORTATION SUPERVISOR

PURPOSE OF POSITION

Coordinate, supervise, and direct the operation of the District's pupil transportation system and the repair of all District vehicles; evaluate all transportation department employees; initiate, as well as review, track, and take positive measures to assure maintenance of vehicles and bus driver proficiency and qualifications; and perform related duties as assigned.

SUPERVISION

Receive direction from the Director of Facilities, Operations, and Transportation. Supervise, train, direct, and evaluate all transportation department employees. Jointly, with the Operations Supervisor, evaluate all Bus Driver/Operations Service Workers.

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

Plan and prepare regular bus route schedules. Determine driver and equipment requirements to meet the daily transportation needs of the District.

Plan and implement transportation services for students with disabilities.

Routinely review bus schedules and routes and adjust for fluctuations in passenger loads and traffic hazards.

Prepare, submit, and monitor budget for transportation department. Develop long-range plans for equipment and personnel budgetary needs.

Represent the District and interface with the public and District staff on all transportation-related matters.

Respond to requests for transportation services and resolve problems or concerns presented by parents, District employees, and various law enforcement agencies.

Investigate and respond to accident reports and monitor post-accident ~~corrections~~ remediation.

Conduct and prepare special research and analyses of a broad range of transportation programs and needs as required for daily department operations and when requested by the Director of Facilities, Operations, and Transportation and the Assistant Superintendent of Business Services.

Observe and evaluate performance of Transportation Dispatcher and Bus Driver Trainer. Evaluate Bus Drivers, Bus Driver/Operations Service Workers, Lead Mechanics, and Mechanics in performance of their duties; assure performance of all duties assigned to them.

Plan and approve work assignments, schedules, leaves, and vacations for transportation department employees.

~~Observe bus drivers on routes to assess and evaluate abilities and reactions.~~

Interview applicants for transportation department positions.

Make recommendations to the Director of Facilities, Operations, and Transportation relative to proposed hiring, disciplinary, and termination actions.

Supervise training program for new employees.

TRANSPORTATION SUPERVISOR (continued)

Write or review transportation-related purchase orders, work orders, time cards, and other necessary forms.

Affix appropriate account numbers to invoices received relative to transportation work.

Assist in the determination to purchase replacement vehicles.

Provide technical specifics to permit applicable purchase orders to be written.

Identify bidding specifications for major purchases or projects. Request quotations from contractors and submit for administrative approval.

~~Coordinate the repair and maintenance program for District vehicles and oversee the~~ Check and appraise mechanical problems in motor vehicles; assign needed repairs; and set up preventive maintenance schedules on District vehicular equipment, including school buses.

Review and track all mechanical repairs and related material costs.

Prepare and present Board agenda items.

~~Oversee and participate in~~ Schedule and conduct professional development ~~in-service training and monthly safety meetings for transportation department employees.~~

Maintain knowledge of developments in the field by attending workshops, conferences, and seminars.

~~Conduct fire control and safety inspections.~~

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

Provide dispatch services when the Transportation Dispatcher is out of the office or absent.

Consult with and advise the Director of Facilities, Operations, and Transportation on all department matters.

Operate a computer to prepare a variety of reports, letters, and memos; compose correspondence related to responsibilities assigned.

Operate a variety of office equipment, including a ~~computer~~ copiers, fax machines, and phones.

Be available in case of emergencies on a 24-hour per day basis.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job duties, reading mail and other printed matter; understand speech at normal levels in person and on the telephone and cell phone/push-to-talk two-way 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 two-way radio; operate computer equipment and other office machines with dexterity; ability to operate a school bus; and occasionally lift/carry office supplies and printed materials weighing up to 10 pounds. The duties are performed in an office and occasionally on a school bus subject to sitting for long periods of time, bending and crouching to inspect equipment, and reaching in all directions.

TRANSPORTATION SUPERVISOR (continued)

QUALIFICATIONS

Experience/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 experience as a bus driver, five years experience in transportation fleet operations, including three years in school district pupil transportation, supervision experience, and graduation from high school and additional academic training in transportation, business administration, or equivalent.

License or Certificate: Possession of valid California driver's license and possession of, or ability to obtain, valid School Bus Operator's Certificate.

Skills, Knowledge, and Abilities: Knowledge of effective practices in training, supervision, evaluation, utilization, and scheduling of personnel; principles of scheduling and dispatching of school buses, materials and methods used in the maintenance, servicing, and repair of vehicular equipment; and ~~rules and regulations of the California State Department of Education, and the California Highway Patrol, and Federal rules and regulations~~ rules and regulations of the California State Department of Education, and the California Highway Patrol, and Federal rules and regulations which pertain to pupil transportation.

Ability to supervise and evaluate personnel; plan the work of others; exercise good judgment in recommending appropriate administrative actions; make sound decisions in emergency situations; work effectively in the absence of supervision; be adaptable to changing situations; carry out oral and written instructions; ~~learn to operate a cell phone/push-to-talk radio~~; operate a computer and peripheral equipment; ~~utilize or quickly learn to utilize word processing, spreadsheet, e-mail, and specialized data base programs~~; ~~read, write, and compute at the level required by the position~~; skillfully and safely operate and care for particular kinds of equipment assigned; and establish and maintain effective working relationships with the public, department heads, administrative personnel, staff members, parents, and students.

Classification Reviewed Conducted October 2010
Approved by the Personnel Commission on _____

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING AGENDA
December 15, 2010

8. DISCUSSION/ACTION:
ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON FOR 2011

At its first meeting following December 1, the Commission is required by its rules to elect one of its members as Chairperson and another member as Vice-Chairperson, each to serve a term of one year or until their successors are duly elected. It is appropriate at this point in the agenda for the elections to be conducted.

9. DISCUSSION/ACTION:
COMMISSION MEETING DATES FOR 2011

Personnel Commission meetings are usually held on the fourth Wednesday of the month at 4:00 p.m. The following suggested meeting dates for 2011 are presented for the Commission's discussion:

January 26
February 23
March 23
April 27
May 25
June 22
July 27 (if needed)
August 24
September 28
October 26
November 16 (fourth Wednesday would be the day before Thanksgiving when the office is closed)
December 14 (fourth Wednesday would be during Winter Break when the office is closed)

RECOMMENDATION:

That the Commission discuss and agree upon meeting dates for 2011.

10. NEXT MEETING

The next regular Personnel Commission meeting is scheduled for 4 p.m., Wednesday, January 26, 2011.

11. CLOSED SESSION

The Commission may meet in Closed Session to discuss items relating to appointment, employment, discipline, and resignation of District employee(s).