

Application Materials:

The District is accepting applications for training classes to work in the Transportation Department. All application materials must be received in the Human Resources Department **by 4:30 PM on Wednesday, November 18, 2015**. To obtain the required Classified District application, contact the Pajaro Valley Unified School District, Human Resources at 294 Green Valley Road, Watsonville, CA, or call (831) 786-2145, or visit our web site at www.pvusd.net/pvuseddjoin to apply through Edjoin.

Orientation: Friday, November 20, 2015 @ 6:00 p.m. – 9:00 p.m.

Classes Start:

Saturday, November 21, 2015	8:30 a.m. – 3:30 p.m.
Saturday, November 28, 2015	NO CLASS-THANKSGIVING
Saturday, December 5, 2015	8:30 a.m. – 3:30 p.m.
Saturday, December 12, 2015	8:30 a.m. – 3:30 p.m.
Saturday, December 19, 2015	8:30 a.m. – 3:30 p.m.

To be considered, the following must be furnished:

- **Classified Application**
- **Form 1020** (attached with application)
- **Valid California Driver's License**
- **H6 DMV printout** (obtained within the last 30 days)

Resumes are optional. Individuals interested in employment are asked to describe any training, education, experience, or skills relevant to this position. Applicants needing special accommodations for testing should submit a request to Human Resources at the time of application. Resumes are optional. Letters of recommendations are encouraged. Please attach to your application packet. All materials received will be acknowledged and treated confidentially. In order to meet an application deadline, materials may be faxed and followed by submission of original. Application materials may be faxed and followed with the hard copy.

Selection Procedure:

The process will begin with the competitive screening of qualified applicants. Qualified applicants will be invited to participate in the training classes and an oral examination process. Substance testing, fingerprinting, and criminal record checks will be done on all prospective employees.

Nature and Scope:

Work is performed under the supervision of the Director of Transportation. This position requires the performance of manual and routine tasks that are governed by well established or well

known procedures and regulations. Will exercise some independent judgment when applying specific instructions and established methods to well-defined situations. Has immediate access to assistance from Director or other qualified staff through two-way radio for emergency or unusual situations. Exercises patience and leadership skills to maintain order and safety of students both on the bus and at bus stops, and to interact with parents. Work contacts extend beyond peers to parents, students and the general public and require well-developed communication skills. Errors in judgment may have a significant adverse impact on costs, safety of students or the public or legal liabilities.

Distinguishing Characteristics:

To advance to Bus Driver, incumbents must complete the required training and licensure. To advance beyond Bus Driver, incumbents can develop additional special competencies that meet requirements for Bus Driver Specialized, Instructor/Driver or Transportation Dispatcher.

Examples of Duties:

- Drives a school bus daily over designated routes in accordance with time schedules, picking up and discharging students. May drive special use buses such as those used for handicapped passengers.
- Escorts students across streets and roadways when necessary, stopping traffic as needed.
- Transports students and teachers on field trips to various locations making departure and arrival time as scheduled.
- Inspects bus prior to operation for safety purposes on a daily basis. Cleans windshields and headlights. Cleans interior and exterior of buses as needed, including, but not limited to, picking up debris, sweeping and mopping floor, and wiping, cleaning and repairing upholstery. May service bus with fuel and oil.
- Maintains appropriate behavior among students on buses and while the bus is parked at bus stops. Follows District policies regarding the student control and contact with parents and the public.
- Reports problems or equipment malfunctions. Reports incidents which affect the safety of students.
- May perform first aid or emergency assistance. Maintains records of all trips. Files accident reports.
- Attends scheduled safety meetings and safety programs.
- Completes accurate records as required by State and District laws and policies. May be required to collect and verify bus passes.

Knowledge and Skills: Requires a thorough knowledge and understanding of safe bus driving practices. Requires a thorough understanding of bus operation and safety sufficient to recognize problems and take appropriate action. Must have a thorough 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 good communication skills.

Abilities: Requires the ability to perform all of the duties of the position with minimal supervision. Must be able to drive a school bus safely and efficiently while keeping to well established schedules. Requires the ability to maintain order among students, both while driving and at bus stops. Must be able to recognize malfunctions in equipment and take appropriate action. Requires the ability to maintain the assigned vehicle in clean and safe operating condition. Must administer first aid to ill or injured students. Must learn designated bus route, including stops and traffic hazards. Must be able to perform routine, repetitive tasks on a continuous basis and to sit for prolonged periods of time. Requires the ability to maintain required records. Requires the ability to communicate with students, staff, parents and the public using patience and courtesy, and in a manner that reflects positively on the District. Must be able to work well independently and as part of a team.

Physical Abilities: Requires arm-hand and leg-foot dexterity to drive bus. Requires visual acuity including depth perception. Requires the ability to sit for extended periods of time. Requires hearing sufficient to be aware of traffic and road distractions/conditions and listen to children. Requires the ability to lift passenger ambulatory aids such as wheel chairs onto platforms. Position involves standing, walking, stooping, and occasional carrying and lifting of lightweight materials (up to 40 pounds).

Education and/or Experience: High School diploma or the equivalent. Ability to read and write sufficiently to perform all of the duties of the position including understanding applicable laws, regulations and codes required. Successful completion of 20 hours of classroom instruction related to skills and safety requirements for driving a school bus and successful completion of 20 hours of instruction behind the wheel of a school bus required.

Licenses and Certificates: Requires valid Commercial Driver's License; medical examination card; valid California Special Driver Certificate with PS Endorsement, and valid ARC First Aid Certificate.

EMPLOYEE BENEFITS

All regular employees who work a minimum of twenty (20) hours per week are entitled to the following fringe benefits (effective on the first of the month following employment). The District offers three options for Medical benefits: SISC Blue Shield PPO Plan, Blue Shield Access+HMO, Blue Shield HMO Access+HMO Savenet, Dental Care, and Vision Care plan for employee and dependents, Life Insurance, Long Term Disability and sick leave coverage for employee only. Classified employees are required to join the Public Employees' Retirement System (PERS) and as such contribute up to 7% of their monthly salary to PERS on a pre-tax basis.

ADDITIONAL EMPLOYMENT INFORMATION

Employment with the Pajaro Valley Unified School District is not complete or official until applicants meet all pre-employment requirements, including Board of Trustee approval. As part of the selection process, all new employees are required to provide the following information: new employees must be fingerprinted (paid by the District); TB test (paid by the employee); social security card; picture identification; and authorization to work (I-9).

PAY DAYS: Permanent employees are paid on the last working day of each month.

PROBATION AND SALARY POLICY: Classified positions have a one hundred and thirty days (130) probationary period. New employees typically start on the first step. Additional step increases occur yearly thereafter until the sixth salary step is achieved. Employees who work less than twelve (12) months per year and/or eight (8) hours per day should calculate their pay rate on an hourly basis and/or refer to hourly rates on the Classified Salary schedule.

PERSONNEL COMMISSION

Gary W. Smith

Judy Durand

Vacant

Dorma Baker
Superintendent

Ian McGregor
Interim Assistant Superintendent, Human Resources

Pam Shanks
Director of Human Resources, Classified Personnel

BOARD OF EDUCATION

Jeff Ursino - President

Maria Orozco- Vice-President/Clerk

Leslie DeRose

Karen Osmundson

Dr. Lupe Rivas

Kim De Serpa

Willie Yahiro

NOTE: All applicants and employees are subject to the policies, rules, and regulations of the Board of Trustees and the Personnel Commission. The information listed is only intended to provide you with a general summary of the benefits, procedures and conditions of employment, and in accordance with the Collective Bargaining Agreement between CSEA and the PVUSD is subject to change without notice.

An Equal Opportunity Employer

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Invites Applications For

BUS DRIVER

Will provide training to qualify for commercial driver's license, and school bus driving certificate.

\$13.41 - \$17.16/Hour

(Plus Full Benefits)



HUMAN RESOURCES DEPARTMENT

294 Green Valley Rd. • Watsonville, CA 95076

Phone (831) 786-2145 • Fax (831) 761-6018

www.pvusd.net

FINAL FILING DATE:

Wednesday, November 18, 2015