

**Covina-Valley Unified School District
Personnel Commission**

Regular Meeting

Dr. Mary Hanes Professional Development Center
220 West Puente Avenue, Covina, CA 91723
4:45 p.m.

June 8, 2021

This meeting is being held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. Members of the public may attend the meeting in-person with a limited attendance capacity in compliance with orders issued by the Los Angeles County Department of Public Health. Public comments can be submitted in-person, or online by going to www.c-vusd.org and clicking on the "June 8, 2021, Personnel Commission Meeting" button to submit comments which will be read during the meeting by a moderator up to the five-minute time limit. Online comments must be submitted between 2:00 p.m. and 4:00 p.m. on June 8, 2021. In-person public comments will be made first, followed by comments submitted online, to be read by a moderator.

The Personnel Commission does not censor public comment, which may include criticisms about a specific employee, nor does the Commission require that such discussion not take place in public. The Commission encourages members of the community to make their public comments in a courteous and respectful manner so as to facilitate the resolution of disputes involving matters under the Commission's jurisdiction.

Reasonable Accommodations for Individuals with a Disability

Any individual with a disability who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the office of the Director, Personnel Services, 519 E. Badillo St., Covina, California 91723; (626) 974-7000; Fax (626) 974-7073.

Meeting called to order by the presiding officer _____ at _____ p.m.

Flag Salute

Roll Call:

Judith C. North, President _____
Reggie Alderete, Vice President _____
Dennis McNaught, Member _____

Michele Doll, Assistant Superintendent, Personnel Services _____
Rod Zerbel, Director, Personnel Services _____

I - Preliminary

1. **Adoption of Agenda.** Recommendation is made that the agenda be adopted as submitted. **Action**
Motion by _____, Seconded by _____, Vote_____
2. **Approval of Minutes.** Minutes of the regular meeting of May 11, 2021, are submitted for approval. **Action**
Motion by _____, Seconded by _____, Vote_____

II - Public Comments

At this time members of the public may address the Personnel Commission. State law prohibits the Commission from acting on any issue not included on the agenda. Due to time limits imposed for public comment, the Commissioners do not answer questions or respond to statements made during the public comment.

3. **Public Comments on Non-Agenda Items.** Any person wishing to speak to any item **not** on the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**
4. **Public Comments on Agenda Items.** Any person wishing to speak to any item **on** the agenda will be granted up to five minutes to address the Commission regarding that item. **Info**

III - Director/Commission Member Comments

5. **Director's Report.** At this time the Director may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**
6. **Commission Members' Comments.** At this time Commission Members may address activities, correspondence, or operations; and may acknowledge or recognize specific programs, activities, or personnel. **Info**

IV - Consent Item

7. **California Education Code 45250.** The California Education Code 45250, is presented for information. **Info**

V - Action Item

8. **New Job Description.** The new job description, Senior Bus Driver/Instructor/Dispatcher, be placed on range 164 of the classified salary schedule. (Ref. A). **Action**
Motion by _____, Seconded by _____, Vote_____

9. **Combination of Eligibility List.** Recommendation is made that the eligibility **Action**
list for the position, Secretary I, be combined with the existing recruitment listing,
including prior written examination scores (Education Code Section 45291).(Ref. B)

Motion by _____, Seconded by _____, Vote_____

VI - Closed Session

10. **Public Employee Discipline/Dismissal/Release** (Gov. Code 54957) **Discussion**

VII - Adjournment

11. **Adjournment.** _____ p.m. **Action**

Motion by _____, Seconded by _____, Vote_____

New Job Description
Senior Bus Driver/Instructor/Dispatcher

Under the direction of the Director of Maintenance, Operations, Facilities and Transportation to perform lead duties in support of the District's transportation function, including but not limited to: delivery of on-going behind the wheel training and on-the-road driving proficiency to all Bus Drivers; regularly scheduling of all bus routes, special excursions and field trips, and overall coverage required to meet the transportation operation scheduling demands; evaluates, resolves and/or recommends solutions to incidents, complaints, and/or accidents; and operate a school bus, transport students and performs daily safety inspection of bus equipment.

This position will be paid on the appropriate step of the classified salary schedule (261 days, 12 months - Range 164; \$4,290.48 - \$5,209.58)

**Personnel Commission Approval: June 8, 2021
Board Approval: June 21, 2021**

Senior Bus Driver/Instructor/Dispatcher

Definition

Under the direction of the Director of Maintenance, Operations, Facilities and Transportation to perform lead duties in support of the District's transportation function, including but not limited to: delivery of on-going behind the wheel training and on-the-road driving proficiency to all Bus Drivers; regularly scheduling of all bus routes, special excursions and field trips, and overall coverage required to meet the transportation operation scheduling demands; evaluates, resolves and/or recommends solutions to incidents, complaints, and/or accidents; and operate a school bus, transport students and performs daily safety inspection of bus equipment.

Essential Duties and Responsibilities

- Coordination and delivery of on-going behind-the-wheel training and on-the-road driving skill proficiency of current and substitute bus drivers;
- Perform and maintain related records of on-the-road driving skill proficiency tests for District school bus drivers, substitute and new applicants;
- Evaluate bus stops and routes;
- Conduct behind the-wheel driver observations and behind-the-wheel proficiency check rides;
- Maintain behind the-wheel training, testing, and evaluation records and prepare reports and documentation required by State and/or federal law;
- Conduct safe riding practices and bus evacuation training to students and staff at District schools as assigned;
- Schedule and coordinate first aide classes for drivers;
- Schedule and coordinate transportation for home to school students, special education students, field trips, and athletic and sporting events;
- Arrange transportation for new students, notify school sites and any other necessary parties of pick-up and drop-off times and locations;
- Develop and assign any extra hourly assignments, routes, trips; maintain all records and documents; and post weekly in adherence with the classified bargaining agreement.
- Evaluate traffic condition, time-of-day, pupil load, bus stops, loading zones, class schedule to develop efficient bus routes and operations, and route sheets for bus drivers;
- Prepare and maintain route files, maps and records for District programs;
- Dispatch school buses and drivers to ensure effective use of personnel and resources;
- Become familiar with and maintain current knowledge of applicable laws, rules, regulations including California Vehicle Code, California Education Code, and established District policies and procedures;
- Assist in reviewing and interpreting accident reports;
- Assist in purchasing and obtaining parts and supplies for vehicle maintenance shop;

- Operate various office equipment including two-way radio, a computer and relevant software in order to input data and generate report;
- Process daily time sheets, mileage, time and load records and other related documents;
- Assist in route bidding process after establishing District routes;
- Drive a school bus as needed to cover routes and special events;
- Other relatable duties as assigned.

Required Qualifications

- Valid California Class A or B commercial driver's license with passenger endorsement (air brakes);
- Valid California Special School Bus Driver's Certificate with zero restrictions;
- State Instructor's or Delegated Behind-The Wheel Certificate;
- Valid Medical Exam Certificate as required by district policy or legal statute;
- No chargeable accidents in any vehicle within the last three years;

Preferred Qualifications

- Bilingual preferred

Training and Experience

- Any combination equivalent to graduation from high school;
- Five years' experience as a Bus Driver;
- Experience in Bus Driver Training/Dispatching;
- Successful completion of all training in the latest edition of the Instructor's Behind-the-Wheel Training Guide for California's Bus Driver's Training Course.

Knowledge of

- Applicable State and Education Code sections and traffic laws;
- Safe driving methods and techniques;
- Various mechanical characteristics of buses;
- In-field monitoring of fleet operations;
- Principles of instruction and training;
- Interpersonal skills using tact, patience, and courtesy;
- Oral and written communication skills;
- Health and safety regulations.

Ability to

- Train others in safe and efficient behind-the-wheel operation of a school bus;
- Understand and follow oral and written instructions;
- Maintain records and prepare reports;
- Observe health and safety regulations;
- Work independently with little direction;
- Observe legal and defensive driving practices;
- Interpret, apply and explain applicable laws, rules and regulations;
- Establish and maintain cooperative and effective working relationships with others.

Physical Requirements

Employees must be physically able to perform essential duties of a position with or without reasonable accommodation and without hazard to themselves or others.

- Sit in a vehicle for long periods of time without a break;
- Repetitively use fingers, wrists, and hands while twisting or applying pressure;
- Ascend/Descend ladders and stairs;
- Maintain balance;
- Push, pull, stoop, kneel, crawl, and bend repeatedly;
- Simultaneously use both arms, legs and hands;
- Reach overhead, above the shoulders and horizontally;
- Hear normal voice conversation and speak clearly;
- Have depth perception and color vision, distinguish shades, see small details and long distances;
- Lift, carry, and push objects weighing up to 40 pounds.

This position will be paid on the appropriate step of the classified salary schedule (261 days, 12 months - Range 164; \$4,290.48 - \$5,209.58)

Combination of Eligibility List

Recommendation is made that the eligibility list for the position, Secretary I, be combined with existing recruitment listing, including prior written examination scores (Education Code Section 45291)