Information Sheet - 12.16.2024 - Board of Trustees Meeting

TO: Board of Trustees Item: 6.1

FR: Emily Stroup

DATE: December 12, 2024

RE: Proposed Updated Job Description and Salary Schedule Placement - Bus Driver Trainer/Dispatcher

The District is proposing the updating of the following Classified position and Salary Schedule Placement:

Bus Driver Trainer/Dispatcher

Recommendation:

Approval of the Proposed Updated Job Description and Salary Schedule Placement - Bus Driver Trainer/Dispatcher, Classified Salary Schedule Range 290

JOB DESCRIPTION

POSITION: Bus Driver Trainer/Dispatcher
SALARY PLACEMENT: Classified

DUTIES:
Under general supervision of the Director of Maintenance, Operations and Transportation, establishes and ensures the proper implementation of the District Bus Driver training and certification program by providing classroom training and behind-the-wheel instruction to the bus drivers. Assists in maintaining bus operator training records.

DIRECTLY RESPONSIBLE TO:
Director of Maintenance, Operations and Transportation (MOT)

RESPONSIBILITIES:
1. Operates school buses and District owned vehicles as necessary.
2. Confers with transportation employees regarding route problems.
3. Rides with transportation employees to check routes, student problem areas, and route schedules for the most efficient fleet operation.
4. Make alternative transportation arrangements when necessary.
5. Assists the Director of MOT in preparing bus routes, route selection and routing techniques, assigns drivers, routes and buses, and prepares schedules and maps.
6. Confers with principals, administration and parents regarding transportation complaints, bus routes and school boundaries as necessary.
7. Dispatches transportation staff as needed.
8. Facilitates communication between transportation employees and the Director of MOT by communicating job expectations, coaching and advising transportation employees, enforcing standards, policies and procedures, monitoring performance, establishing work priorities, monitoring progress, and coordinating schedules.
9. Provides classroom and behind-the-wheel instruction and training for new and continuing transportation employees as required.
10. Assists in planning and executing in-service and safety training seminars.
11. Schedules and conducts bus evacuation training sessions for students.
12. Evaluates safe driving practices of transportation employees in the field.
13. Assists in maintaining bus driving records, training records and notifies transportation employees of certification renewal dates.
14. Reviews driver Time/Count sheets for accuracy.
15. Observes and reports hazards or situations which may affect safety.
16. Performs a wide variety of word processing, data entry, filing and recordkeeping.
17. Processes reports/agreements/documents relating to Transportation.
18. Maintains files and filing systems, prepares confidential reports.
19. Operates standard office equipment and maintains records required by local, County, State

and Federal agencies.

20. Maintains regular and prompt attendance in the workplace.
21. Performs other related duties as required.

QUALIFICATIONS:

High school diploma or equivalent required. Must possess a valid Class B California Driver's License, Medical Examiner's Certificate, California Special Driver's Certificate. Must pass CHP first aid written test or possess a valid first aid card obtained from a provider approved by the Emergency Medical Services Authority. Must have five years of school bus driver experience. Must have a valid Bus Driver Instructor Certificate issued by the Department of Education, and pass District pre-employment physical. Ability to carry out oral and written directions. Ability to read, write and speak at a level sufficient to fulfill the duties to be performed for the position described.

KNOWLEDGE OF:

1. Maintains safe driving practices and be District-insurable.
2. Knowledge of District owned transportation equipment and proper usage of such equipment related to the transportation of both general and special education students.
3. Knowledge of all laws, rules and regulations pertaining to the transportation of students including provisions of the California Motor Vehicle Highway Patrol Passenger Transportation Safety Handbook (HPH 82.7) and all revisions thereof.
4. Knowledge of the Education Code applicable to the operation of vehicles transporting school students.
5. Knowledge of methods, practices and procedures used in required first aid and emergency conditions.
6. Knowledge of the geography of the District.
7. Knowledge of business letter and report writing techniques using general computer skills and word processing skills.
8. Knowledge of English usage, grammar, spelling, punctuation, vocabulary and arithmetic.
9. Knowledge of hazardous waste procedures, including district reporting requirements.

ABILITY TO:

1. Ability to read and develop a variety of routes, schedules and maps and demonstrate defensive driving practices and techniques.
2. Demonstrates effective methods of student supervision and discipline.
3. Uses good judgment in recognizing and defining to others the scope of responsibilities of transportation employees within the department.
4. Ability to effectively train and manage the work of other transportation employees.
5. Ability to operate a variety of school buses and district vehicles safely and efficiently.
6. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
7. Maintains driver training records.
8. Ability to interpret and apply policies, laws, rules and regulations.
9. Ability to complete reports and documents within the required timeline, make mathematical calculations with accuracy, produce spreadsheets, and fulfill general communication needs of the department.

ADA REQUIREMENTS:
Sit for extended periods of time. Reach above shoulder height, push/pull. Lift and/or support up to 50 pounds for short periods of time. Right/left foot movements as in operating foot controls for extended periods of time. Enter data into a computer terminal, operate standard office equipment, and use a telephone, two way radio, or other electronic communication device for extended periods of time. See and read a computer screen and printed material with or without vision aids. Speak so that others may understand at normal levels and on the telephone or two-way radio with or without hearing aids. Hear and understand at normal levels and on the telephone or two-way radio with or without hearing aids. Stand and/or walk on hard and/or uneven surfaces for extended periods of time. Bend, squat, stoop and/or climb for extended periods of time.

UPDATED: December 2024
BOARD APPROVED: TBD

CLASSIFIED HOURLY SALARY SCHEDULE

RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
10	Campus Aide	201	$17.90	$18.78	$19.71	$20.69	$21.73
20	Food Service Worker I	201	$17.73	$18.60	$19.53	$20.51	$21.52
30	Instructional Aide	201	$17.56	$18.42	$19.34	$20.31	$21.33
40	Clerk I	201	$18.25	$19.15	$20.09	$21.12	$22.17
50	Food Service Clerk I	201	$18.12	$19.01	$19.95	$20.97	$22.02
55	Community Liaison	201	$18.39	$19.30	$20.25	$21.30	$22.35
60	Instruction Aide Bilingual	201	$18.37	$19.28	$20.26	$21.27	$22.35
70	Food Service Worker II	201	$18.59	$19.50	$20.50	$21.50	$22.60
80	*Instructional Aide Special Education	201	$18.65	$19.61	$20.58	$21.62	$22.69
90	Paraprofessional (AA Degree Required)	201	$18.98	$19.92	$20.91	$21.97	$23.06
93	Paraprofessional - ECE I (AA Degree Required)	201	$18.98	$19.92	$20.91	$21.97	$23.06
95	Professional - ECE II (AA Degree and min. 12 ECE Units Required)	201	$21.00	$22.04	$23.13	$24.30	$25.52
100	Paraprofessional - ELD (AA Degree Required)	201	$18.98	$19.92	$20.91	$21.97	$23.06
110	Paraprofessional - Special Education (AA Degree Required)	201	$18.98	$19.92	$20.91	$21.97	$23.06
115	Behavior Intervention Technician (RBT) - Special Ed	201	$23.94	$25.13	$26.37	$27.68	$29.05
120	Cook/Baker	201	$19.81	$20.80	$21.85	$22.95	$24.11
130	**Custodian	261	$20.41	$21.44	$22.51	$23.65	$24.82
140	Library Aide I	201	$20.43	$21.47	$22.53	$23.67	$24.86
150	Clerk II	204	$20.55	$21.58	$22.66	$23.79	$24.99
160	Food Service Clerk II	204	$20.55	$21.58	$22.66	$23.79	$24.99
170	Receptionist/Substitute Placement Clerk	251	$20.55	$21.58	$22.66	$23.79	$24.99
175	Computer Technician	251	$20.71	$23.92	$27.64	$31.92	$36.87
180	Library Aide II - AA	201	$21.00	$22.03	$23.12	$24.30	$25.52
190	Library Aide III - BA	201	$21.55	$22.59	$23.76	$24.94	$26.18
200	Bustodian	261	$26.16	$27.29	$28.51	$29.76	$31.08
201	Bus Driver	201	$26.16	$27.29	$28.51	$29.76	$31.08
202	District Van Driver	201	$23.78	$24.81	$25.92	$27.05	$28.25
210	**Head Custodian	261	$23.25	$24.42	$25.64	$26.91	$28.27
220	**Landscaper-Groundskeeper	261	$23.33	$24.49	$25.73	$27.00	$28.36
230	Account Clerk	251	$24.34	$25.56	$26.84	$28.19	$29.59
240	Secretary I	224	$24.34	$25.56	$26.84	$28.19	$29.59
250	Mechanic	261	$32.77	$34.40	$36.12	$37.90	$39.81
255	Speech Language Path Asst	201	$29.82	$32.85	$34.54	$36.23	$38.15
270	Intervention Specialist	201	$34.19				
290	Bus Driver Trainer/Dispatcher	261	$41.13	$43.15	$45.26	$47.48	$49.80
300	Procedure Nurse	187	$57.42	$59.66	$61.99	$64.40	$66.91

*MAY INCLUDE PERSONAL CARE STIPEND: $1.50 PER HOUR

** MAY INLCUDE STAND-BY & ON-CALL STIPEND

***All longevity years of service will be counted for employees hired prior to January 1st, 2024. For employees hired after January 1, 2024, longevity will be counted based on Jefferson School District years of service.

LONGEVITY

3.5% at 15 years

2.0% at 19 years

2.5% at 20 years

1.0% at 22 years

2.5% at 25 years

FISCAL YEAR: 2022-2023 10%

FISCAL YEAR: 2023-2024 8% increase on-going, effective July 1, 2024

Board approve Pending

Effective: TBD