



PERSONNEL COMMISSION
AGENDA OF SPECIAL MEETING
Tuesday, October 24, 2023 - 10:30 A.M.
37230 37th Street East, Room 125
Palmdale, CA 93550

In compliance with the American with Disabilities Act, if special assistance is required to participate in this meeting, contact the Personnel Commission Office at 661-285-2902. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

Pursuant to Government Code 54954.2 (a) (1), the District is required to make documents (revised or otherwise) distributed to the Personnel Commission within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available may for review at the Personnel Commission Office.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL: Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Dale Speights, Commissioner

I. PUBLIC COMMENTS

A. Comments Referencing Agenda Items

II. PRESENTATION

A. Specialty Trip Driver

Francisco Padilla

III. UNFINISHED BUSINESS

ACTION

A. Approve New Classification - Specialty Trip Driver

38-22/23

- i. Approve Salary Recommendation for New Classification, Specialty Trip Driver, at Range 34 of the Classified Salary Schedule
- ii. Approve New Transportation Series job family

B. Approve ADA Compliant Job Analysis
Specialty Trip Driver

60-22/23

IV. OPEN SESSION ADJOURNMENT _____ P.M

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: October 24, 2023 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: SPECIALTY TRIP DRIVER
APPROVE NEW CLASS DESCRIPTION AND SALARY SCHEDULE PLACEMENT AS AMENDED
APPROVE TRANSPORTATION JOB SERIES

BACKGROUND

A new job class and description titled Education Trip Driver, was presented to the Personnel Commission at its March 8, 2023 regular meeting, March 15, 2023 special meeting, and June 14, 2023 regular meeting where the motion for approval died for the lack of a second. During each meeting, the Personnel Commission conveyed its concern with the position description and salary rate.

STATUS

The District considered the Personnel Commission's feedback and recommendations to amend the position duties and responsibilities as well as the proposed salary placement. CSEA was advised, and approved the Commission's recommendations through its 610 process. On October 17, 2023, the District and CSEA reached a tentative agreement on this item, and presents it to the Personnel Commission once more for approval.

In addition to the new class and description, a new job class series titled Transportation, is recommended to appropriately classify the position if approved.

RECOMMENDATION

It is recommended that the Personnel Commission approve the Specialty Trip Driver classification, description and salary placement as presented. And, add a new Transportation job series upon approval.

SPECIALTY TRIP DRIVER

Bargaining Unit: CSEA Chapter 296

Proposed Salary

~~\$26.61 - \$32.33/hourly (Range 35)~~

\$25.96 - \$31.55/hourly (Range 34 - PC Recommended)

8 Hour Position

Work Calendar: 10-month

New Job Class Family: Transportation

DEFINITION

Under the supervision of the Transportation Director and/or designee, operate a bus to transport passengers on activity trips safely and efficiently. In addition, provides services to other agencies as necessary for special activities. Drivers will also transport passengers to and from school as deemed necessary, follow designated routes per time schedules, ensure the bus is in safe operating condition, and perform a variety of duties relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

~~Driver incumbents must complete the required training and licensure.~~ Due to the nature of the work, employees in this class receive minimal supervision and are expected to follow established rules and guidelines. However, incumbents report to the supervisor who is readily available via two-way radio or cellular phone and can provide direction on more serious situations that may arise, such as traffic accidents/injuries. Success in this class is based on the incumbent's ability to: drive a large vehicle safely concentrating on road conditions while maintaining good order among passengers on the bus; following written and oral instructions, and performing required duties in accordance with strict time schedules.

~~Incumbents can develop additional special competencies for future advancement.~~

EXAMPLES OF DUTIES

Drives a school bus daily over designated activity trips/routes in accordance with time schedules, picking up and discharging passengers.

- Transports passengers on activity trips to various locations, while observing departure and arrival times as scheduled;
- Assists in inventory of safety vests, straps, and wheelchair tie-downs, clean safety vests, straps, and wheelchair tie-downs; assist in vehicle inventory and assessment of damages;
- Inspects bus prior to operation for safety purposes as required (Calif. Code Regulations 13 § 1215 Vehicle Condition), and additional components in accordance with District ~~policy~~ **standards**;
- Monitors camera systems to ensure they are functioning properly;
- Maintains proper fuel and fluid levels; cleans exterior and interior of buses, including windshields, windows, headlights, wheels, picking up debris, sweeping and mopping the floor, wiping and cleaning upholstery, and bodily fluids;
- **Operates a lift ramp and assists special education students to load and unload bus;**
- Follows specific transportation requirements in student IEPs.
- ~~Assists~~ **Secures** passengers in car seats; five-point restraint system, safety vest special equipment, and wheelchairs **as appropriate**;

- Ensures that required safety devices are secure and properly used (e.g. seat belts, car seats, five-point safety system, safety vest, wheelchair seat belt, and anchor tie-downs);
- Manages and maintains appropriate behavior among passengers ~~on buses and~~ **during travel and** while bus is parked at **designated** bus stops; follows District policies regarding passenger control, and contact with parents and the public;
- ~~Performs~~ **Administers** routine first aid or emergency assistance **to passengers**; files accident reports;
- Reports mechanical problems or equipment malfunctions, and all incidents affecting the safety of passengers;
- Maintains records of all activity trips; prepares and completes accurate records as required by State and District laws, regulations, and policies;
- ~~Maintains~~ **Retains** student release forms, and verifies passengers are released only to a parent or someone designated by the parent or school;
- **Escorts students across streets, stopping traffic when necessary, as warranted by traffic, road, and weather conditions** ([California Vehicle Code § 22112](#));
- Checks buses at the culmination of each assigned activity trip to ensure no passengers or property are left behind;
- **Oversees evacuations of passengers during emergency situations**;
- Utilizes two-way radio systems or other devices (i.e. cell phone) to communicate with dispatch staff during field trips or emergencies, only when the bus is stopped at a safe location and secured;
- Keeps current and maintains all driver's licenses, special driver certificates, DOT Medical Exams, and First Aid credentials as required to drive in the State of California;
- Attends scheduled safety meetings and safety programs, necessary in-services, classroom, and behind-the-wheel training;
- Backfills for daily student bus routes as needed;
- Establish and maintain cooperative working relationships with those contacted during the course of work;
- Performs other duties as required to accomplish the objectives of the position.

KNOWLEDGE, SKILLS, ABILITIES, AND TRAITS

Knowledge and Skills:

Requires a complete working knowledge and understanding of safe bus driving practices sufficient to recognize problems and take appropriate action. Must have a basic 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 sufficient communication skills to maintain harmony within a work team and with passengers. Knowledge of loading and unloading passengers in car seats, five-point restraint system, safety vest special equipment, and wheelchairs.

Ability To:

- ~~Drive~~ **Operate** a school bus and specialty bus safely and efficiently while keeping to well-established schedules;
- Perform all of the duties of the position with minimal supervision;
- **Transport passengers on activity trips in a safe and secure manner during daytime, late afternoon, and/or nighttime hours**;
- **Work irregular hours and weekends as necessary to support special activity schedules**;
- **Navigate a bus safely through confined lanes, roads, and entrances and exits of trip venues**;
- Maintain order among passengers, both while driving and at bus stops;
- Recognize malfunctions in equipment and take appropriate action;
- Maintain vehicles in clean and safe operating condition;
- Administer first aid to ill or injured passengers;

- Learn designated bus routes, including stops and traffic hazards;
- Perform routine, repetitive tasks on a continuous basis, and sit for prolonged periods of time;
- Maintain confidentiality of privileged information;
- Prepare, post and maintain accurate ~~required~~ records.
- Read maps and/or utilize mapping services (i.e. web based, etc.) to determine field trip location to plan the best travel route.
- Read and write sufficiently to perform all of the duties of the position including understanding applicable laws, regulations, and codes required.
- Communicate effectively, both orally and in writing, with those contacted in the course of work.

Traits:

- Puts safety first for self and others;
- Diligently attends to details and quality;
- Strives to meet customers' needs;
- Is punctual and follows through;
- Easily adapts to situations and changes;
- Appreciates the differences among people;
- Stays focused and has a good work ethic;
- Works around obstacles and is self-starting.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or evidence of equivalent educational proficiency. Successful completion of a minimum of 20 hours of classroom instruction related to skills and safety requirements for driving a school bus; and successful completion of a minimum of 20 hours of instruction behind the wheel of a school bus required.

Experience and Training: One year of experience in driving a large transit school bus.

License and Certification:

- Valid Class A or B, California Commercial Driver License with Passenger, School Bus, and Air Brake Endorsements
- Possession of a current Medical Examination Report (MEC Form, MCSA-5875).
- California Special Driver Certificate designated for School Bus (with no restrictions for Air Brakes and/or Conventional Type-II buses only) issued by the California Department of Motor Vehicles.
- Valid First Aid certificate comparable to the American Red Cross Standard First Aid certificate, or approved by California Emergency Medical Service Authority (EMSA) School Bus Training program providers.
- Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

IMPORTANT NOTE: This classification has been designated as safety-sensitive in accordance with the drug and alcohol testing requirements adopted by the District under Board Policy 4212.42.

All licenses and certificates listed above must remain current and maintained during the course of employment unless otherwise noted.

WORKING CONDITIONS AND PHYSICAL ABILITIES

Work is performed in an indoor and outdoor environment with seasonal weather conditions. Ability to safely lift, carry, push, or pull objects weighing up to 60 pounds without assistance; assist passengers with disabilities on and off the bus; lift passenger ambulatory aids, such as wheelchairs, onto platforms. Sitting for extended periods of time; some standing, stooping, crouching, bending, reaching overhead and horizontally, frequent walks up and down the steps of a bus. Mobility of arms, dexterity of hands, fingers, leg-foot to drive a bus; visual acuity including depth perception with or without correction; hearing sufficient to be aware of traffic and road conditions/distractions, and listening to passengers and perceive information at normal speaking levels.

Incumbents will be required to drive during daytime, late afternoon, and nighttime hours in accordance with trip schedules; Incumbents may be exposed to driving a school bus during adverse weather and traffic conditions; exposures to dust, allergens, gas, bus exhaust, and odors; traffic and passenger noise; direct contact with passengers, District personnel, the public, and uncooperative individuals.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	October 24, 2023	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM FOR NEW CLASSIFICATION, SPECIALTY TRIP DRIVER	

BACKGROUND

A primary function of the Personnel Commission is to review job descriptions as well as determine the merit and fitness requirements for classified classifications. The Americans with Disabilities Act (ADA) suggests that physical/mental requirements for the performance of the essential functions for a particular classification be specified in recommended format.

STATUS

The physical/mental requirements for Specialty Trip Driver are presented for approval in the currently utilized ADA Compliant Job Analysis abbreviated format as attached. A more comprehensive analysis will occur after employees are hired and work is performed.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA Compliant Job Analysis as presented.

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

SPECIALTY TRIP DRIVER

Frequency Key: The following abbreviations denote the frequency an activity is performed daily.

N = Never
I = Infrequently (less than once per day)
O = Occasionally (less than 2 ½ hours per day)
F = Frequently (2 ½ to 5 hours per day)
C = Continuously (more than 5 hours per day)

PHYSICAL DEMANDS

Postures/ Movements: During ESSENTIAL Functions

Sitting	O-C	Kneeling	I-O	Twisting at Waist	O
Standing	O-F	Crawling	I	Reaching:	
Walking	O-F	Climbing	I-O	Above Shoulders	I-O
Bending	I-O	Balancing	I	At/Below Shoulders	I-O
Stooping	I-O	Foot Controls*	O-C	Neck Extension (up)	I-O
Squatting	I-O	Pushing	I-O	Neck Flexion (down)	I-O
Lying Down**	I-O	Pulling	I-O	Neck Rotation (turning)	O-F

Comments: * Using gas and brake pedals while driving.

** Snow chains; tie downs; proficiency training

Lifting: During ESSENTIAL Functions

* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O	O	I	Backpacks; lunch bags; band instruments; wash equipment
11-25	O	O	I	Cooler; cases of bottled water; sound system; chairs; sand bags
26-50	O	O	I-N	Students (loading/unloading students in car seats and/or alternative seating); wheelchairs/special equipment; shade canopy
51-75*	I	I	N	Snow chains
76-100*	I	N	N	Emergency evacuation lifting (passengers)
Over 100*	I	N	N	Emergency evacuation lifting (passengers)

Comments: * Overweight items require breaking down or assistance

Carrying: During ESSENTIAL Functions

* Indicates with assistance

Pounds	Frequency	Distance	Examples of Objects Carried
Up to 10	O-F	Up to 200 ft.	Backpacks; lunch bags; band instruments; wash equipment
11-25	O-F	Up to 200 ft.	Cooler; cases of bottled water; sound systems; chairs; sand bags
26-50	O	Up to 20 ft.	Assist children in wheelchairs; shade canopy
51-75*	I	Up to 60 ft.	Snow chains
76-100*	I	Up to 100 ft.	Emergency evacuation carrying (passengers)
Over 100*	I	Up to 100 ft.	Emergency evacuation carrying (passengers)

Comments: *Overweight items require breaking down or assistance

OBJECT MANIPULATION		
Activity	Frequency	Tools & materials handled during Essential Functions:
Fine/Simple Grasp	O-C	Driving bus; using writing instruments; operating cell phone and two-way radio controls; completing paperwork; using writing instruments; using cleaning supplies for bus maintenance; flashlight.
Fine/Simple Manipulation	O-F	Operating cell phone and two-way radio controls; writing; opening materials and supplies; bus controls; use of small hand tools for maintenance/repairs.
Gross Grasp	O-F	Loading/unloading car seats/wheelchairs; moving boxes or other materials for bus trips; sound systems.
Gross Manipulation	O-F	Operating tools/equipment for bus maintenance; using cleaning materials; moving/carrying/loading/unloading supplies, boxes, equipment, bottled water.
Power Grasp	O-F	Loading/unloading car seats/wheelchairs/special equipment; hand carts or dollies to transport cases of bottled water/supplies; shade canopy; sound systems; snow chains.

MENTAL AND PSYCHOLOGICAL DEMANDS		
UNDERSTAND AND FOLLOW DIRECTIONS - with little or no direction	Essential	Functions
Ability to understand written or oral instructions and follow directions with little or no additional directive or supervision. Ability to ask simple questions or request assistance and identify when assistance is needed; ability to recognize potential hazards and follow appropriate precautions.	Yes	1-21
REGULAR AND RELIABLE ATTENDANCE		
Ability to perform activities within a schedule, maintain regular attendance and be punctual; ability to complete a normal work day and/or work week and perform at a consistent pace to meet productivity expectations.	Yes	1-21
ABILITY TO DEVELOP AND MAINTAIN POSITIVE WORK RELATIONSHIPS		
Ability to get along with co-workers or peers; ability to get along with diverse groups of people and customers/clients; monitor and adjust personal behaviors to support positive work environment for company/organization; ability to interact appropriately with people; ability to respond appropriately to evaluation or criticism	Yes	1-21
PROBLEM SOLVING		
Ability to set realistic goals or make plans independently of others; ability to respond appropriately to changes in the work conditions; ability to make independent decisions or judgments based on appropriate information	Yes	1-21

SUPERVISE/LEAD AND INFLUENCE OTHERS		
Ability to negotiate with, instruct or oversee passengers; ability to convince or direct others; ability to perform work activities requiring negotiating with, explaining or persuading	Yes	1-5; 7-12; 14-16; 18, 20
MEMORY		
Ability to learn and remember work procedures, designated bus routes and locations including stops and traffic hazards; ability to perform activities of a routine nature; ability to understand and remember detailed instructions	Yes	1-21

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	C	1-21		
Hearing	C	1-2		
Speaking	O-F	1-4, 6-12, 14-18, 20-21		
Reading	O-F	1-21		
Writing	O-F	1-21		
Math	O-F	1-2, 5-6, 11, 13-14, 16- 17, 19, 20- 21		

Comments:

ENVIRONMENTAL CONDITIONS		
	Freq.	Example of Environment / Exposure
Indoors	O-C	Office work; attend meetings or trainings; inside bus
Outdoors	F-C	Parking lots; bus yard; loading/unloading passengers; bus maintenance
Cold	O-C	Seasonal weather conditions; air-conditioned buses
Heat	O-C	Seasonal weather conditions; inside bus with full passenger load
Humidity	O-C	Seasonal weather conditions; air-conditioned buses; full passenger load
Temperature Swings	O-C	Seasonal weather conditions; air-conditioned buses; full passenger load
Dust / Wind	O-C	Seasonal weather conditions; open/closing bus doors; parking lots; bus yard; loading/unloading passengers; bus maintenance.
Noise	O-C	Bus; road/pedestrian traffic; passengers; bus maintenance; two-way radio
Vibration	O-C	Bus; road conditions; traffic; loading/unloading passengers; bus maintenance equipment
Fumes/ Odors	O-C	Car and bus exhaust; fuel; public and bodily odors including perfume and cologne; bus maintenance equipment; cleaners; solvents; vomit.
Toxic Substances	O-C	Fuel; oil; cleaners; solvents
Radiation	N	
Mechanical Hazards	I-O	Buses; maintenance tools and equipment.
Electrical Hazards	I-O	Buses; maintenance tools and equipment.
Explosive Hazards	I-N	Fuel tank; air system; air bags; fire extinguishers

Protective/Safety Equipment and Training/Attire:

Emergency equipment (i.e. extinguishers, first aid kit, reflectors, body kit, etc.). Dress code in accordance with Board policy. Incumbents participate in all legally required trainings for position, as well as any elective or District-provided training as assigned.

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY	
Essential Functions	Frequency
Operate district-owned buses during daytime, late afternoon, and/or nighttime hours	O-C
Two-way radio; cell phone; computer tablet	O-F
Desktop computer; standard office equipment	I-O
Maintenance tools and equipment to clean and detail buses	O-F

WORK SETTING	
Brief Description of Work Site: PSD Transportation Services	
Breaks: Two 15-min. rest breaks One 30-min lunch Note: observes breaks in accordance with law; however, the break schedule may flex due to trip times and driving periods.	Overtime: As assigned and preapproved; in accordance with classified bargaining agreement.
Supervised by: Transportation Director or designee	Supervises: This position does not supervise others.
Number of Employees at Work Site: Up to five Specialty Trip Drivers (may increase dependent on the District's needs); and five additional employees including leadership personnel.	
Characteristics of Site:	%
Informal	40
Formal	60
Formal + Informal = 100 %	
Autonomy-oriented	60
Team-oriented	40
Autonomy + Team = 100%	
Routine Tasks	50
Variable Tasks	50
Routine + Variable = 100 %	
Slow Paced	30
Fast Paced	70
Slow + Fast Paced = 100%	
Low Pressure	30
High Pressure	70
Low + High Pressure = 100%	

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Francisco Padilla		Director-Transportation	6/08/2023
Lourdes Anguiano		Asst. Director-Transportation	6/08/2023
Alfred De La Riva		Transportation Field Supervisor	6/08/2023
Mary Theus		Director-Personnel Commission	6/08/2023
Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job description <input type="checkbox"/> Interview <input type="checkbox"/> Other			
Written by: <u>Mary Theus</u> Date: <u>06/08/2023; 10/20/23</u>			