



# LOS BANOS UNIFIED SCHOOL DISTRICT

## Personnel Commission (A Merit District)

District Office: 1717 S. Eleventh Street, Los Banos, California 93635

Telephone: (209) 826-3801 / Fax: (209) 826-6810 / Web-site: [www.losbanosusd.org](http://www.losbanosusd.org)

Personnel Commissioners: Rick Howard, Art Cantu and LaVerne Forte

Amy Mitchell (x1002), Director of Classified Personnel and Diego Dardon (x1009), Personnel Technician

## **Continuous Recruitment Employment Opportunity- Open & Promotional SCHOOL BUS DRIVER**

**PAY (Range 11A/Step 1-6): \$15.80-\$19.23/hour (3% increase on 7-1-2014).** Shifts are for 6 hours.

**Both Regular and Substitute Opportunities Exist (Posted May 16, 2014)**

### **MINIMUM QUALIFICATIONS TO APPLY:**

**Experience:** Completion of *required* 20 hours classroom and 20 hours behind the wheel bus driver instruction, as provided by a State Driver Instructor in School Bus Training; must continue to meet all state licensing requirements to maintain valid California School Bus Driver Certificate.

**Education:** Graduation from high school or equivalent, and successful completion of the examination for school bus drivers given by the California Highway Patrol *and possession of a current certificate*.

**Required Licenses / Certifications\*\*:** Possession of a valid California commercial Class B driver's license with passenger endorsement (must be at least 21 years of age to obtain); DL 51 and DL 51A medical clearance that meets the Department of Transportation (DOT) requirements; T01 and T02 documentation showing that a Certified Behind the Wheel Trainer trained them, California Highway Patrol School Bus Driver's Certificate, H6-DMV report showing a good 10-year driving history; and current First Aid Certificate. **\*\*Required documents must be attached.**

**Pre-employment:** Completion of Form A, 49 CFR Part 40.25 (release of information from prior employer related to drug testing); must pass fingerprint/background clearance and TB test (at applicant's expense) and pre-employment physical and substance abuse test (at district's expense).

**\*\*You must meet the minimum qualifications in order to be screened in to take the examination (\*\*with exception—for current employees—see below\*\*).** Applicants will be notified by e-mail. We're not responsible for SPAM filters. Omissions of material facts or dishonesty on the application constitute grounds for exclusion.

### **\*\*FOR CURRENT EMPLOYEES INTERESTED IN BEING TRAINED TO BE A BUS DRIVER\*\***

If you are an employee with the Los Banos Unified School District and do not currently meet the minimum qualifications but want to be trained as a School Bus Driver for the district, **you may APPLY and include a cover letter expressing your interest to the Personnel Commission**. If there are enough interested parties, we may be able to arrange the class room instruction and behind the wheel training course to help defray some of the costs of certification. **You can also contact Merced College** ([www.mccd.edu/programs/cont\\_ed](http://www.mccd.edu/programs/cont_ed) or call 209-381-6540) where the Bus Driver Training (20 hours of classroom training) is offered under Course TRNG-768 at a cost of only \$6.00 for the CHP Handbook (obtained from the local CHP Office).

### **PLEASE SUBMIT YOUR APPLICATION AS FOLLOWS:**

It is recommended that you apply as soon as possible. A completed application for employment must be received by the Personnel Commission at the District Office (via on-line, e-mail OR by hard copy/in person).

**APPLICATIONS PROCEDURE:** You can obtain an application online at either:

- [www.Edjoin.org](http://www.Edjoin.org) (Select: Login/Register—remember to save password), OR
- [www.losbanosusd.org](http://www.losbanosusd.org) (Click: Employment—Classified—Classified Job Application), OR
- You may obtain a hard copy at the District Office

### **You must submit a separate application for each job you're applying for at one of the following:**

- (1) Electronically on [Edjoin.org](http://Edjoin.org);
- (2) Scanned via e-mail to [applications@losbanosusd.k12.ca.us](mailto:applications@losbanosusd.k12.ca.us), or
- (3) by hard copy.

**\*\*Please provide an e-mail address:** All applicants will be notified via e-mail regarding testing. **\*\***

**EXAMINATION:** The examination for this position will be an Oral Board interview panel.

**FOR DUTIES, TYPICAL TASKS & EMPLOYMENT REQUIREMENTS: See Job Description on Reverse.** The examination will relate to the job description (see reverse). Substitute candidates with passing scores of 70% or higher are eligible to interview. Test scores will be merged into the existing eligibility list for future vacancies; those in the top three (3) ranks will be eligible to interview. It is recommended that you save this flyer. *Los Banos USD is an equal opportunity employer and a Merit System.*

# **SCHOOL BUS DRIVER**

## **BASIC FUNCTIONS AND RESPONSIBILITIES**

Under supervision, to operate a school bus over designated routes to safety load, unload and transport school children to and from school within a time schedule. Instructs children in safety precautions and practices. Maintains discipline and reports unruly behavior to Principal of school or Supervisor. To assist in mechanical or school maintenance work when necessary, and to do related work as required. May be assigned to special trips out of town or to other special designated places in the district.

## **EXAMPLE OF DUTIES**

- Drives a bus daily over designated routes in accordance with time schedules, picking up and discharging school children.
- Drives bus safely, defensively, and in compliance with traffic regulations, and follow emergency procedures.
- Assumes responsibility for the safety of children in crossing the street, loading, unloading and transportation to and from school.
- Transports children and teachers on field trips to various locations, sometimes choosing the best route and making departure and arrival time schedules.
- Follow district policies, procedures, guidelines and federal and state regulations related to driving a school bus and the safe transport of children.
- Maintain consistent, punctual and regular attendance.
- Maintains good order among the students on the buses and waiting at the bus stops, following district policies regarding the disciplining of children and contact with parents and other citizens.
- Establish and maintain cooperative and effective working relationships with others.
- Assists in maintaining the bus and other motor equipment in clean and safe operating condition.
- When not occupied with bus driving duties, may be assigned to add fluids and make minor seat repairs.
- Washes and cleans buses as assigned.

## **EMPLOYMENT STANDARDS**

**Knowledge of:** Safe driving practices, provision of the California Motor Vehicle Code, the Education Code, and the federal and state requirements applicable to the operation of vehicles in transporting school children and basic preventive maintenance requirements of bus equipment. **Ability to:** Drive a school bus and other vehicles safely, defensively and efficiently; maintain order among children on a school bus; follow a preplanned route according to a definite time schedule; follow oral and written directions maintain a Class B California State Drivers' License; pass Department of Transportation physical examination as required to maintain Class B California commercial driver's license; pass and adhere to the certification requirements of the California Department of Motor Vehicles and California Highway Patrol; maintain good driving record; establish and maintain cooperative and effective working relationships with others; communicate information between administrators, dispatch and driving staff; maintain routine records; maintain consistent, punctual and regular attendance; and follow emergency procedures.

## **MINIMUM QUALIFICATIONS**

**Experience:** Completion of required 20 hours classroom and 20 hours behind the wheel bus driver instruction, as provided by a State Driver Instructor in School Bus Training; must continue to meet all state licensing requirements to maintain valid California School Bus Driver Certificate.

**Education/Equivalency:** Graduation from high school or equivalent, or an equivalent combination of education and experience and successful completion of the examination for school bus drivers given by the California Highway Patrol and the California Department of Motor Vehicles.

**Required Licenses / Certifications\*\*:** Possession of a valid California commercial Class B driver's license with passenger endorsement (must be at least 21 years of age to obtain);

DL 51 and DL 51A medical clearance that meets the Department of Transportation (DOT) requirements; T01 and T02 documentation showing that a Certified Behind the Wheel Trainer trained them, California Highway Patrol School Bus Driver's Certificate, H6-DMV report showing a good 10-year driving history; and current First Aid Certificate. \*\*Documents must be attached to application.

**Pre-employment:** Completion of Form A, 49 CFR Part 40.25 (release of information from prior employer related to drug testing); must pass fingerprint/background clearance, TB test, pre-employment physical and substance abuse test.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:** Work is performed indoors and outdoors, primarily while driving a bus where safety and health considerations exist from temperature extremes, physical effort, and some confrontational incidents. Requires sitting for extended periods of time, vision to see to drive and read a variety of materials, bend at the waist, kneel or crouch to inspect buses, climb steps, appropriately handle stressful conditions and use proper lifting methods. Pre-employment physical requires lifting of 50 pounds down to the ground from a height of 31 inches, drag a 140-lb dummy for 30 feet (between an aisle spaced 12 inches wide), sit behind the wheel of a Gillig bus safely (without touching steering wheel; maximum seat adjustment is 15-1/2 inches from chair back to steering wheel), and step up a 16-inch step and down again (facing forward), three times.