

PETALUMA CITY SCHOOLS – CLASSIFIED VACANCY

APPLICATIONS ACCEPTED AT WWW.EDJOIN.ORG

Bus Driver II (.75 FTE)

Transportation Department

DEADLINE: Thursday August 22, 2024 (4:30 PM) or UNTIL FILLED



WORK SITE: Transportation Department

WORK HOURS: 30 hours per week (averaging 6.0 hours per day)
6:30 am - 9:30 am (M-F) 1:30pm - 4:30pm (M-F)

START DATE: ASAP

STARTING SALARY: \$26.42 to \$33.73 per hour.
(Initial salary placement is based on related experience)

BENEFITS: The District will pay the following amounts towards benefits:

Work Hours per Day	Health Plan	Dental	Vision	Life Insurance
More than 6 hours	100% of Cap *	100% of Cap **	100% of premium	100% of premium
More than 4 hours through 6 hours	75% of Cap	75% of Cap	75% of premium	100% of premium if 6 hours per day
More than 2 hours through 4 hours	Not eligible	50% of Cap	50% of premium	Not eligible
1 hour through 2 hours	Not eligible	25% of Cap	25% of premium	Not eligible

* Must enroll in a health plan (Cap subject to change) / ** \$111.00 dental plan cap effective 10/1/23

REQUIREMENTS: Fingerprint Clearance. There is a fingerprint processing fee payable by the employer post-offer / pre-placement. Tuberculosis. The applicant will need to submit evidence that he or she is free from tuberculosis in accordance with Education Code 49406 post-offer / pre-placement. Offer of employment is contingent upon passing a post-offer/pre-placement physical.

QUALIFICATIONS: See job description. Bilingual in Spanish desired. Successful bilingual applicant will be paid an additional stipend of \$96 per month. This stipend will be pro-rated for positions that are less than 40 hours per week.

SUBMIT APPLICATION: The District prefers applications be submitted electronically through <http://www.edjoin.org/PetalumaCitySchools> or www.edjoin.org. However, paper applications will be accepted. To request a paper application, e-mail Human Resources at hrinfo@petk12.org and include the job title and position number for the vacancy. All applications, regardless of the manner of submission, must include all **required** documentation.

NOTE: It is **recommended** that applications be accompanied by a **cover letter, resume and a minimum of two letters of reference**. Paper screening for potential interviews are based on materials submitted with application. No additional paperwork for application will be accepted after the closing date.

AN EQUAL OPPORTUNITY EMPLOYER

It is Petaluma City Schools' policy to provide equal opportunity to all persons without regard to race, color, religion, sex, pregnancy, marital or domestic partner status, sexual orientation, gender identity or expression, age, ancestry, national origin, disability, or medical condition, as defined in state and federal laws. This policy covers all aspects of employment, including, but not limited to, recruitment, selection, training, promotion, transfer, compensation, demotion, and termination. Reasonable accommodation is provided to all eligible applicants and employees as required by law. Complaints regarding unlawful discrimination may be filed with Petaluma City Schools' Human Resources department.

Petaluma School District Job Description

Job Title: Bus Driver II
Department: Transportation
Reports To: Director, Transportation
Prepared Date: January 2014
Approved Date: January 2014

SUMMARY

Under general supervision, to operate a school bus over designated routes to transport school children; to assist in the general cleaning and servicing of school buses; and related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Drives a school bus daily, or as assigned, over designated routes in accordance with time schedules, picking up and discharging school children; escorts children across streets when necessary, stopping traffic as required; transports students and teachers on special trips in various locations, choosing the best route and making departure and arrival time as scheduled; inspects bus prior to operation for safety purposes; keeps bus clean and reports any mechanical defects; refuels bus as needed; maintains good order among the school children on the buses and while the bus is parked at bus stops; follows district policies regarding student control and contact with the parents and citizens; renders first aid or emergency assistance as needed; maintains daily records on assigned route and bus operation; operates a two-way radio between bus and Transportation Department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of safe driving practices, provision of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of school children. Ability to drive a school bus and other automotive equipment safely and efficiently; service a bus with fuel; maintain order among students on a school bus; understand and carry out oral and written directions; ability to deal effectively with a wide variety of personalities and situations requiring tact, good judgment, and poise; take responsibility and use good judgment in recognizing scope of authority.

LANGUAGE SKILLS

Ability to read, write and speak English at a level required for satisfactory job performance.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of known variables. Ability to interpret a variety of instructions furnished in written and oral form.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a California commercial driver's license of the appropriate class (A or B) with Air Brake and Passenger endorsement, a standard Red Cross First Aid certificate or verification of passing the California Highway Patrol First Aid test, and a School Bus Driver's Certificate of the appropriate class issued by the Department of Motor Vehicles.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk or hear; and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.