Information Sheet - 8.20.2024 - Board of Trustees Meeting

TO: Board of Trustees Item: 6.3

FR: Emily Stroup

DATE: August 20, 2024

RE: Proposed New Job Description and Salary Schedule Placement - District Van Driver, Classified Salary Schedule Range 202

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

District Van Driver

Recommendation:

Approval of the Proposed New Job Description and Salary Schedule Placement - District Van Driver, Classified Salary Schedule Range 202

JOB DESCRIPTION

POSITION: District Van Driver
SALARY PLACEMENT: Classified

DUTIES:
Under general supervision of the Director of Maintenance, Operations and Transportation, operate a district van over designated routes.

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

RESPONSIBILITIES:
1. Drive a district van over designated routes according to established time schedules; transport pupils and teachers on various special event trips.
2. Pick up and discharge regular and/or special needs pupils at designated stops.
3. Supervise pupil conduct during transport to assure safe vehicle operation.
4. Wash, sweep, polish, refuel and perform safety checks and inspections on vans.
5. Complete and maintain trip records, daily vehicle reports and vehicle inspection reports.
6. Review route changes, passenger changes, challenges, safety hazards or incidents with supervisor or designee as needed for recommended actions.
7. Perform various transportation- and/or fleet-related duties during non-driving hours including answering telephones, making pickups and/or deliveries, and other related duties as assigned.
8. Perform first aid according to established guidelines and procedures.
9. Assists in accomplishing campus, department and District goals.
10. Maintains regular and punctual attendance to fully meet work responsibilities.
11. Performs other duties as assigned.

QUALIFICATIONS:
High school diploma or equivalent required. Possession of a valid California Class B driver's license: valid First Aid Certificate issued by an authorized agency; candidates and incumbents are required to pass a Commercial medical examination. Van drivers are subject to pre-employment and random drug and alcohol testing.

KNOWLEDGE OF:
1. Safe and defensive driving practices, proper operation of school vehicles.
2. Provisions of the California Motor Vehicle Code and the Education Code applicable to the

operation of vehicles transporting school children.

3. First Aid procedures.
4. Basic record-keeping techniques.
5. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Work successfully with students with all types of special needs.
2. Ensure students are safe and secure in the vehicle, using equipment as required.
3. Develop and document plans for working with behaviors of individual and groups of students.
4. Develop and document plans for emergency situations, ensuring the safety of all students.
5. Be able to successfully evacuate all students from the vehicle in case of an emergency.
6. Maintain order and a positive environment among students in the vehicle.
7. Relate to students in a warm and caring manner.
8. Understand and carry out oral and written instructions.
9. Work with the public and staff tactfully and courteously, establishing and maintaining cooperative and effective working relationships.

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. 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.

CREATED: August 2024
BOARD APPROVED: TBD

2023-2024 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 - Special Ed	201	$18.98	$19.92	$20.91	$21.97	$23.06
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		$70.22				
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 approved: TBD

Effective: Sept. 1, 2024