

## MEMORANDUM

DATE: May 12, 2023

TO: Civil Service Board

FROM: Theresa Severance, Executive Director, Human Resources and Operations

SUBJECT: Revised Job Classification of School Bus Driver

### **RECOMMENDATION: APPROVAL OF THE JOB DESCRIPTION FOR THE REVISED CLASSIFICATION OF SCHOOL BUS DRIVER**

#### **Background Information**

The Duluth Public Schools brings forward for approval a revised classification for School Bus Driver. Both Duluth Public Schools and the National Conference of Fireman and Oilers District of Local 32BJ, SEIU (NCFO District) Chapter 956 have come to an agreement on this job description.

#### **Outline of Duties**

The School Bus Driver position safely transports students to and from school and school related functions within scheduled times, maintaining proper student conduct during transport, performs pre-trip inspections and assists with maintenance on student transport vehicles to ensure they are in safe operating condition. This position is a year-round position and will also perform a variety of custodial and grounds maintenance tasks for other departments as needed.

#### **Outline of Changes**

The changes to the job description are relatively minor: Consideration for split shift work was added as was language to support additional bus maintenance work and work tasks during non-student work days.

#### **Recommendation**

Based on the above information, and in accordance with Section 4.10 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job classification and description for School Bus Driver

#### **Revisions approved by the Union and the District:**



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Theresa Severance, ISD 709



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Gary Vezina, National Conference of Fireman and Oilers District of Local 32BJ, SEIU Chapter 956

## CLASSIFICATION DESCRIPTION

### School Bus Driver

<b><u>Title of Immediate Supervisor:</u></b> Transportation Manager	<b><u>Department:</u></b> Transportation	<b><u>FLSA Status:</u></b> Non-Exempt
<b><u>Accountable For (Job Titles):</u></b> Bus Helpers, as assigned		<b><u>Pay Grade Assignment:</u></b> National Conference of Firemen and Oilers, Local No. 956, Pay Group 11

#### **General Summary or Purpose Of Job:**

To safely transport students to and from school and school related functions within scheduled times, maintaining proper student conduct during transport. To perform pre-trip inspections and assist with maintenance on student transport vehicles to ensure they are in safe operating condition. To provide written reports related to student transport. This job may require split shift work to cover AM and PM routes.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Safely transport students, including special needs students, along assigned school routes and on field trips; lift, carry and/or secure disabled students, as required by impairment; provide mileage reports as required.	Daily 65%
2.	Manage student conduct during transport; maintain communication with parents, principals, teachers and other District staff; provide written reports as required by District policy.	Daily 10%
3.	Check and fill vehicles fluids; maintain safety devices in good operating order; perform related pre-trip inspections; maintain cleanliness of vehicle interior and exterior; change tires and make minor repairs and adjustments, and report vehicle repair needs to appropriate personnel.	Daily 10%
4.	Assist mechanics with vehicle maintenance and repair; clean and organize shop areas. Perform a variety of custodial, clerical and repair tasks in transportation buildings, shops and other District buildings.	Varies 10%
5.	Perform a variety of custodial and grounds maintenance tasks for other departments.	As Required 5%
6.	Performs other duties of a comparable level or type.	As required

# CLASSIFICATION DESCRIPTION

## School Bus Driver

**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or GED; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

**Certification or Licensing Requirements** (prior to job entry):

Valid Minnesota CDL Class B Driver's License with passenger and school bus endorsements; first aid certification; CPR certification.

**Knowledge Requirements:**

Requires knowledge of:

- School bus operation and related regulations.
- School district policies related to student transport.
- Knowledge of student management methods, techniques and regulations.
- School District geographic area and road routes.
- Basic vehicle, mechanical maintenance and custodial duties.
- OSHA regulations and safe working practices relevant to job duties.
- CPR and first aid.

**Skill Requirements:**

Skilled in:

- School bus operation.
- Operation of various hand and power tools.
- Maintaining order and discipline of students in transit.
- Written and oral communications.

**Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		

## CLASSIFICATION DESCRIPTION

### School Bus Driver

Sit				√
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms				√
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell				√
<b>Lift &amp; Carry:</b>	Up to 10 lbs.		√	
	Up to 25 lbs.	√		
	Up to 50 lbs.	√		
	Up to 100 lbs.	√		
	More than 100 lbs.	√		

#### **General Environmental Conditions:**

Work is performed under a variety of indoor and outdoor conditions. There are risks of slip and fall injuries, injuries from electrical shock, injuries from heavy lifting, injuries from moving mechanical parts, injuries from vehicle accidents and exposure to fumes, airborne particles, toxic and caustic chemicals, loud noise and vibration associated with the work.

#### **General Physical Conditions:**

**Work can be generally characterized as:**

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

<b><u>Vision Requirements:</u></b> Check box if relevant	Yes	No
No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	
Depth Perception	√	
Peripheral Vision	√	

#### **Job Classification History:**