

**EL TEJON UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
SPECIAL MEETING**

TO: Members of the Governing Board

You are hereby notified that a Special Meeting of the Board of Trustees of the El Tejon Unified School District is called for:

DATE: Tuesday, July 17, 2018  
TIME: Closed Session: 6:30 P.M.  
Open Session: 7:00 P.M.  
PLACE: Condor Academy  
700 Falcon Way  
Lebec, CA 93243

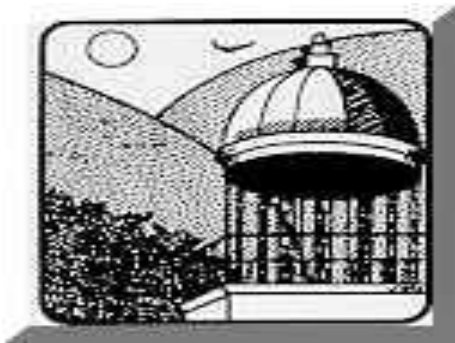
SAID MEETING IS CALLED FOR THE PURPOSE OF:

**CLOSED SESSION: Employment Recommendations:**

- A. Employ Special Education Teacher, Frazier Park School.**
- B. Employ Special Education Teacher, Part-time, El Tejon School.**

**Public Employee Performance Evaluation:  
Superintendent (Per Government Code 54957).**

**OPEN SESSION: Discussion and Possible Action to Repost Bus Driver/Grounds Position with Alternative Minimum Requirements Pending Union Ratification.**



**El Tejon Unified School District**  
**BOARD OF TRUSTEES**

4337 Lebec Road, Lebec, CA 93243  
PH: 248-6247 FAX: 248-6714

Lisa Duncan, President  
Misty Johnston, Trustee      John Fleming, Trustee  
Sabrina Rouser, Clerk      Lark Shillig, Trustee

**BOARD OF TRUSTEES**  
**SPECIAL BOARD MEETING**  
**Tuesday, July 17, 2018**  
**700 Falcon Way, Lebec, CA 93243**

<b>CLOSED SESSION:</b>	<b>6:30 p.m.</b>	<b>Condor Academy</b>
<b>OPEN SESSION:</b>	<b>7:00 p.m.</b>	<b>Condor Academy</b>

**AGENDA**

Agendas are posted at the El Tejon Unified School district at least 72 hours prior to each meeting (48 hours for special meetings) as well as at each school site. Any materials required by law to be made available to the public prior to the meeting of the Board of Trustees of the El Tejon Unified School District can be inspected at the following address between the hours of 7:30 a.m. to 3:30 p.m., Monday through Friday: El Tejon Unified School District, 4337 Lebec Road, Lebec, CA 93243.

**SPECIAL NEEDS ACCOMMODATIONS**

Assistive listening devices, agenda in Braille and/or alternate formats are available upon request. American Sign Language (ASL) interpreters, other auxiliary aids and services, or reasonable modifications to Board meeting policies and/or procedures, such as to assist members of the disability community who would like to request a disability-related accommodation in addressing the Board, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent feasible. Please contact the Superintendent's Office, El Tejon Unified School District at 661-248-6247 from 7:30 a.m. to 3:30 p.m., Monday through Friday (Government Code 54954.2).

**HEARING OF INDIVIDUALS ON AGENDA ITEMS**

Members of the public shall have an opportunity to address the Board of Trustees either before or during the Board's consideration of each item of business to be discussed at regular or special board meetings. Each member of the public wishing to speak must fill out a "Request to Address the Board Regarding Items on the Agenda" (blue card) prior to the start of the meeting. The presiding officer must first recognize each person who addresses the Board.

**PRELIMINARY**

Call to Order – Time \_\_\_\_\_

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**ADJOURNMENT TO CLOSED SESSION** – Time \_\_\_\_\_

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**1. Employment Recommendations:**

**A. Employ Special Education Teacher, Frazier Park School.**

**B. Employ Special Education Teacher, Part-time, El Tejon School.**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**2. Public Employee Performance Evaluation: Superintendent (Per Government Code 54957).**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**ADJOURNMENT FROM CLOSED SESSION** – Time \_\_\_\_\_

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**RECONVENING IN OPEN SESSION** – Time \_\_\_\_\_

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**FLAG SALUTE**

**PUBLIC PRESENTATIONS**

Members of the public shall have an opportunity to address the Board of Trustees either before or during the Board’s consideration of each item of business to be discussed at regular or special board meetings. The time allotted shall be limited to 3 minutes. This time may be used to address any item on the agenda, or any matter of concern within the jurisdiction of the El Tejon Unified School District. Each person who addresses the Board must be first recognized by the presiding officer.

If a member of the public initiates specific complaints or charges against an employee(s), the Board president shall inform the complainant of the appropriate complaint procedure.

**The Board and staff are not obligated to comment on, or respond to, addresses by the public.**

**REVISION/ADOPTION/ORDERING OF AGENDA**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**REPORT FROM CLOSED SESSION**

Closed session report, if required.

**PUBLIC COMMENT**

**ITEMS FOR DISCUSSION AND ACTION**

**Business Items**

**A. Discussion and Possible Action to Repost Bus Driver/Grounds Position with Alternative Minimum Requirements Pending Union Ratification.**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

**ADJOURNMENT**

TIME:

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ AYES \_\_\_\_\_ NAYES \_\_\_\_\_ ABSENT \_\_\_\_\_

## El Tejon Unified School District

### **BUS DRIVER Job Description**

#### **JOB SUMMARY**

To drive a school bus over designated routes for the purpose of transporting students to and from school and on special trips; and to do other related work as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Knowledge of:

Safe driving practices.

State laws, rules and regulations pertaining to school bus operations and pupil transportation.

First aid practices.

How to drive a school bus safely and efficiently.

##### Ability to:

Maintain order among students on a school bus.

Recognize malfunctions in equipment and take appropriate action.

Learn designated bus route, including stops and traffic hazards.

Maintain simple records.

Work independently without supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

##### Experience and Training Guidelines:

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: One year of increasingly responsible bus driving experience, or enrolled in a school bus driver training program.

Training: Formal or informal training which ensures the ability to read and write at a level necessary for successful job performance.

##### License or Certificate:

Possession of a valid Class A or B, California Motor Vehicle Operator's License; and, School Bus Certificate.

#### **ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Drive a school bus daily over designated routes in accordance with time schedules, picking up and discharging students;
2. Escort students across streets when necessary, stopping traffic as needed;
3. Transport students and teachers on field trips to various locations making departure and arrival time as scheduled;
4. Assist in maintaining the school bus and other motor equipment in a clean and safe operating condition;
5. Maintain good order among students on the bus following district policies regarding the disciplining of children;
6. Make routine safety checks, report problems or equipment malfunctions;
7. Maintain records of all trips;
8. Install tire chains;
9. Maintain confidentiality on school-related matters; Cooperative working relations with students, staff and community;

# El Tejon Unified School District

## Bus Driver Job Description

### **School Bus Driver Job Description**

School bus drivers pick up students at stops along established routes and drop them off at school. They may also transport students and faculty to special events, such as field trips or sporting events. School bus drivers are typically employed part-time during the school year, often working split shifts of mornings and afternoons.

### **Duties**

School bus drivers must be attentive to traffic and weather conditions while staying on schedule and ensuring the safety of passengers. They must ensure that their vehicles are operating properly each day by testing brakes, tires and other components. Drivers are also responsible for maintaining a safe environment within the bus by enforcing rules of conduct and responding to emergencies. They may be required to keep track of the amount of fuel used, number of students transported and miles driven.

School bus drivers must be able to install tire chains.

School bus drivers must be able to communicate clearly and concisely, both orally and in writing.

School bus drivers must be able to establish and maintain cooperative working relationships with those contacted in the course of their work.

School bus drivers must maintain confidentiality on school-related matters. They must develop cooperative working relations with students, staff and community.

**Qualifications:**

1) A California Commercial Driver's License of class A or B plus a school bus "S" endorsement is required (California Vehicle Code 12517) at time of employment and possession of a safe driving record that is in compliance with the restrictions set forth by California Vehicle Code.

This may require knowledge of State laws, rules and regulations pertaining to school bus operations and pupil transportation.

2) One year of increasingly responsible bus driving experience is desired.

3) Ability to communicate clearly and concisely, both orally and in writing.

4) Ability to work independently without supervision.

**Note:**

Applicants not meeting requirement (1) as listed may apply. If hired they must possess a California Commercial Driver's License of class A or B plus a school bus "S" endorsement prior to commencing employment.

Applicants, who are hired, and do not meet requirement (2) will be hired as a "trainee" for the one year

period at one lower salary range on the ETUSD classified salary schedule.

#### ESSENTIAL FUNCTIONS OF THIS POSITION

- 1 Drive a school bus daily over designated routes in accordance with time schedules, picking up and discharging students;
- 2 Escort students across streets when necessary , stopping traffic as needed;
- 3 Transport students and teachers on field trips to various locations making departure and arrival time as scheduled;
- 4 Assist in maintaining the school bus and other motor equipment in a clean and safe operating condition;
- 5 Maintain good order among students on the bus following district policies regarding the disciplining of children;
- 6 Maintain routine safety checks, report problems or malfunctions;
- 7 Maintain records of all trips;
- 8 Install tire chains;
- 9 Maintain confidentiality on school-related matters; Cooperative working relations with students, staff and community;
- 10 File accident reports when necessary;
- 11 Attend schedule safety meeting and safety programs; report incidents which affect the safety of pupils;
- 12 Physically assist students on and off bus when necessary.
- 13 Incorporated within one or more of the previously-mentioned essential functions of this job description are the following essential physical requirements.



1=Seldom=Less than 25 percent	3=Often=51-75 percent
2=Occasional=25-50 percent	4=Very frequent=76 percent and above

4	a.	Ability to sit of extended periods of time.
1	b.	Ability to stand for extended periods of time and ascend and descend steps.
4	c.	Ability to see for the purpose of reading saws and codes, rules and policies and other printed matter and observe students.
4	d.	Ability to hear and understand speech at lormal levels.
4	e.	Ability to communicate so others will be able to clearly understand a normal conversation.
4	f.	Ability to bend and twist, kneel and stoop.
2	g.	Ability to lift 40 lbs.
2	h.	Ability to carry 40 lbs.
3	i.	Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1 Other related duties as assigned.

Employee: \_\_\_\_\_ Date:\_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date:\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed They are intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel classified.

Salary Range:

Bus Drive 16

Bus Drive Trainee 15

