



LOMPOC UNIFIED SCHOOL DISTRICT

Personnel Commission
1301 North A Street
Lompoc, California 93436
(805) 742-3220
www.lusd.k12.ca.us

EXAMINATION ANNOUNCEMENT FOR THE POSITION OF:

BUS DRIVER I

(Open and Promotional)

Final Filing Date
Open

Tentative Examination Date
Continuous Testing

Salary Range
\$15.83 - \$19.27 per hour

TO APPLY: Applications may be obtained at the Personnel Department of the District, 1301 North A Street, Lompoc, California and must be filed with the Personnel Department no later than the date and time stated above. **Mailing address: P.O. Box 8000, Lompoc, CA 93438-8000.** Applications are also available on our website at www.lusd.org, or calling (805) 742-3220.

PURPOSE: To establish an eligibility list from which to fill existing and future full-time and/or part-time vacancies.

BASIC FUNCTION: Under the direction of the Transportation Supervisor, operate a school bus over designated routes in accordance with time schedules, picking up and discharging student; provide safe and efficient transportation for District students to and from school, special events and field trips; perform daily inspections and maintenance of vehicle; assist in the loading and unloading of physically and mentally handicapped student as necessary.

REPRESENTATIVE DUTIES: Drive a school bus over designated routes in accordance with specified time schedules and in accordance with regulations and laws related to pupil transportation; transport students to and from school, special events and field trips; pick up and discharge students at established bus stops; report incidents which affect the safety of students as necessary; maintain bus in a safe operating condition through prescribed daily vehicle inspections including cleaning windows, mirrors and bus interior and exterior; check and maintain fuel, oil and water levels; check brakes, lights and doors; report mechanical defects and malfunctions to appropriate personnel; transport students with disabilities to and from designated locations; lift and secure wheel chairs; assist in the loading and unloading of handicapped children as necessary; maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters; prepare student conduct, incident and accident reports. *Please contact the Classified Personnel Office for a complete job description.*

MINIMUM QUALIFICATIONS:

Knowledge of safe driving practices and provisions of the California State Motor Vehicle code and Education Code applicable to the operation of vehicles transporting students; interpersonal skills using tact, patience and courtesy. Ability to operate a school bus over designated routes in accordance with time schedules, picking up and discharging students; maintain order and discipline among students while driving a school bus; maintain assigned vehicle in a clean and safe operating condition; recognize equipment malfunctions and take appropriate action; learn designated bus routes including stops and traffic hazards; maintain routine records. Establish and maintain cooperative and effective working relationships with others; understand and follow oral and written directions; meet schedules and time lines; observe legal and defensive driving practices; assist in loading and unloading handicapped children as necessary.

Education & Experience: Any combination equivalent to: graduation from high school and one year experience in the operation of a motor vehicle.

Licenses and Other Requirements: Possession of a valid California School Bus Driver Certificate, possession of a Class B driver's license with passenger endorsement, and possession of valid medical and first aide certificates. Incumbents must have an acceptable driving record and must qualify for insurability by the District's insurance carrier.

Working Conditions: Environment; Physical Abilities; Hazards: School bus environment. Driving in various road and weather conditions; noise; lift, carry, push and pull heavy objects; sitting for extended periods of time when operating a transportation vehicle; walking and stepping up/down or standing for extended periods of time; bending at the waist; hearing and speaking to exchange information; traffic hazards when stopping traffic and escorting students across streets.

SCOPE OF EXAMINATION: The examination process will consist of two parts: a written examination and for those who successfully pass the written examination, an oral appraisal (Qualifications Appraisal). **IF YOU HAVE A DISABILITY WHICH MAY REQUIRE AN ACCOMMODATION IN ANY OF THESE SELECTION PROCEDURES, YOU MUST NOTIFY THE PERSONNEL DEPARTMENT IN WRITING BY THE FILING DEADLINE DATE ON THIS BULLETIN.**

Qualifications Appraisal: Appraisal will be made either by personal interview or by an evaluation of the statements on the application, supplemented by an investigation of employment records and character of competitors who qualify in the written tests.

Examination Weights: The examination will consist of two parts. The first part (weighted 50%) will consist of a written examination. Candidates who pass the written examination will be eligible for the Qualification Appraisal Interview (weighted 50%). **Both parts of the examination must be passed in order to be placed on the eligibility list.**

Open and Promotional: Open and promotional examinations are open to applicants from within the District as well as applicants from outside the District. In order for employees to qualify for promotional examination they must have permanent status.

Limitation of Number of Applicants: The district reserves the right to limit the applicants in the second examination, the Oral Qualification Appraisal, to a number which can be expected to be used during the life of the eligibility list.

Eligibility List: The open eligibility list established could expire in six months. The promotional eligibility list established could expire in one year. Promotional eligibles, if any, shall be certified first.

EMPLOYMENT REQUIREMENTS – Employment Verification, Fingerprinting, Medical and Physical Requirements

Employment Verification: In accordance with the Immigration Reform and Control Act of 1986, the District must verify that all new employees, at the time of hire, have proof of their right to work in the United States.

Fingerprinting: State law requires that all employees be fingerprinted. AB 1610 prohibits employment until the Department of Justice completes its obligations regarding the arrest and conviction information.

Medical and Physical Requirements: Verification of freedom from tuberculosis will be required. A medical examination may be required of eligible candidates.

THE LOMPOC UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/TITLE IX EMPLOYER AND TOBACCO FREE
WORKPLACE

"THIS IS AN AGENCY FEE ORGANIZATION FOR NEW EMPLOYEES."