

**COAST UNIFIED SCHOOL DISTRICT  
MEMORANDUM OF UNDERSTANDING**

**DISTRICT-CSEA**

This Memorandum of Understanding ("MOU") is made and entered into by and between Coast Unified School District ("District") and the California School Employees Association ("Association") and its North Coast School Employees Chapter 492. This MOU is dated December 17, 2017 for reference purposes.

**RECITALS**

- A. The District created a new classified position entitled Athletic Trainer. The position of Athletic Trainer is currently a bargaining unit position. The Parties have agreed that, due to the unique nature of the duties and work schedule, the Athletic Trainer position should be reclassified as a management classified employee.
- B. The School Van Driver/Utility Worker job description is attached as Exhibit A. The Parties have agreed that it would be beneficial to have a wider pool of applicants eligible to apply for the School Van Driver/Utility Worker position. For that reason, the Parties have agreed to modify the job description to delete a license requirement. This revised job description, for the position of School Van Driver/Utility Worker I, is attached as Exhibit B. The parties also desire to have drivers administer diastat and similar medications and to assist students with disabilities who are being transported. To attract more qualified applicants and compensate these employees for assuming additional job duties, the parties have agreed to increase the pay for employees performing these additional duties. The revised job description of the position of School Van Driver/Utility Worker II is attached as Exhibit C.
- C. The District desires to attract and retain bus drivers. Accordingly, the parties have agreed to increase the pay for bus driver/utility workers. In addition, the parties desire to have these drivers administer diastat and similar medications to assist students with disabilities who are being transported. The current job description for the Bus Driver/Utility Worker is attached as Exhibit D and the revised job description for Bus Driver/Utility Worker II is attached as Exhibit E. Finally, the parties have agreed to increase the work day for both positions to eight (8) hours per day.
- D. To assist with the development of a pool of qualified and licensed drivers, the parties have agreed to create a bus driver training program.
- E. The purpose of the MOU is to memorialize the Parties' agreement with respect each of these issues.

## AGREEMENT

1. **Recitals.** The Recitals set forth above are true.
2. **Athletic Trainer as a Management Position.** The Parties agree that the Athletic Trainer position requires independent discretion and managerial expertise to make decisions regarding the application and development of sports medicine in District athletic programs and at District athletic practices, games, and events. In addition, the Parties agree that the Athletic Trainer position requires fluctuations in daily working hours based upon student athletic competition and event schedules. The Parties agree that, on the effective date of this MOU, the Athletic Trainer position shall be reclassified to a management classified position outside of the bargaining unit and exempt from overtime provisions in the law. The parties shall file a joint petition for unit modification with PERB.
3. **School Van Driver/Utility Worker Job Description and Salary Changes.** On the effective date of this MOU, the job description of School Van Driver/Utility Worker I position shall be created to make a Class B Commercial Driver's License with passenger endorsement a desirable rather than a required qualification, as set forth in the revised job description attached as Exhibit B. The parties also agree that the Van Driver/Utility Worker II position shall perform the additional duties specified in the job description and be paid at range 13, as of the effective date of this MOU. Employees currently working in the Van Driver/Utility Worker I position shall continue to be paid at range 10 and they shall continue to work under the job description set forth in Exhibit B unless they elect to become a Van Driver/Utility Worker II. Prior to becoming a Van Driver/Utility Worker II, the District shall provide release time for the employee to obtain appropriate training, at District cost, to provide specialized health care services. If, within five (5) calendar days after the training, the Van Driver/Utility Worker I feels uncomfortable performing the specialized health care services, the Van Driver/Utility Worker I shall notify the District and then shall not become a Van Driver/Utility Worker II.
4. **Bus Driver/Utility Worker.** The position of Bus Driver/Utility Worker II shall be created to require these employees to administer diastat and similar medications and to assist students with disabilities being transported. The position of Bus Driver/Utility Worker II shall be paid at range 18. The revised Bus Driver/Utility Worker II job description is attached as Exhibit E. The changes to job duties and the salary increase shall be implemented on the effective date of this MOU. The Bus Driver/Utility Worker position shall continue to be paid at range 15. Employees currently working as a Bus Driver/Utility Worker shall continue to be paid at range 15 under the current job description unless they elect to become a Bus Driver/Utility Worker II. Prior to becoming a Bus Driver/Utility Worker II, the District shall provide release time for the employee to obtain appropriate training, at District cost, to provide specialized health care services. If, within five (5) calendar days after the training, the Bus Driver/Utility Worker feels uncomfortable performing the specialized health care services, the Bus

Driver/Utility Worker shall notify the District and then shall not become a Bus Driver/Utility Worker II.

5. **Bus Driver Training Program.** The parties agree to establish a "Bus Driver in Training" program ("Program") which shall be made available to current employees and outside applicants. Current employees who apply for and are accepted into the Program shall continue to work in their current position but shall be granted release time for training and to obtain necessary licenses for a period of up to six (6) months. The District shall also pay for all required tests and license costs. Participating employees shall coordinate their training and testing with the District, provide advance notice of requested release times, and endeavor to obtain the required licenses as soon as feasible. Upon successful completion and presentation of a lawful and valid bus driver's license and certificate, such employees shall be eligible to apply for vacant Bus Driver/Utility Worker and Bus Driver/Utility Worker II positions. If a participating employee does not successfully obtain the required licenses within six (6) months of entering the program, the employee's participation shall cease unless the District grants an extension of time, which shall only be granted when extenuating circumstances exist.
6. **Bus Driver/Utility Worker I and II.** Commencing with the Effective date of this MOU, all Bus Driver/Utility Worker I and II employees shall work eight (8), not seven (7) hours per day.
7. **Effective Date of MOU.** This MOU shall be effective as of the date it is signed by all Parties and has received approval from the District's Governing Board and ratified by Association's unit members ("Effective Date").
8. **Entire Agreement.** This MOU represents the entire agreement between the Parties pertaining to the subject matter of this MOU. This MOU may only be modified by written agreement of the Parties.
9. **Execution in Counterparts.** This MOU may be executed in counterparts and be as valid and binding as if each party signed the same copy. A faxed copy of the executed signature page shall be sufficient to cause the terms of this MOU to become fully operative.

**APPROVED AND ACCEPTED:**

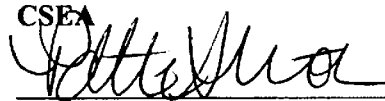
**Coast Unified School District**



Vicki Schumacher  
District Superintendent

Dated: January 22, 2018

**CSEA**



Patti Stroh  
Lead Negotiator

Dated: 1/22/18

**Exhibit A**  
**Current Job Description**

**Coast Unified School District**

**Title:** School Van Driver/Utility Worker

**Salary Range:** 10

**Job Summary:**

With minimal supervision, operates a school van over designated routes in transporting students to and from school and on field trips; performs a variety of general custodial, grounds and minor maintenance duties as determined by supervisor.

**Qualifications:**

Required:

1. Valid California Driver's License required with no violations or convictions
2. Obtain a Class B Commercial Driver's license with passenger endorsement within thirty (30) days of hire
3. CPR and First Aid certification required
4. Criminal Justice Fingerprint Clearance
5. Tuberculin Clearance
6. Pass DMV commercial medical examination
7. 21 years of age or older
8. Participate in DOT Drug and Alcohol Testing Program
9. High school graduate or equivalent

Desirable:

1. Bilingual in Spanish
2. Custodian, grounds or maintenance experience

**Essential Functions:**

Drive a school van daily or as assigned over designated routes in accordance with time schedules, pick up and discharge school children, escort required children across streets, stopping traffic as necessary; transport students and adults on field trips to various locations as scheduled; maintain order among riders in vans; fill out daily trip sheet showing number of pupils carried and miles driven; maintain assigned van as required and report any mechanical defects per operating procedures; conduct daily van inspections as required; drive in a safe and prudent manner as determined by road conditions and

weather; carry out other transportation related duties as directed; perform custodial, grounds and minor maintenance duties as instructed.

**Physical Requirements:**

1. Ability to sit for extended periods of time.
2. Ability to ascend and descend steps.
3. Ability to see and read, with or without vision aids.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will clearly understand normal conversation.
6. Ability to bend and twist, kneel and stoop.
7. Ability to lift, carry, push and/or pull up to 40 pounds on a regular basis.
8. In an emergency, must be able to perform evacuation of students from the van.
9. Ability to reach in all directions.
10. Ability to lift 50 lbs.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:**

Under the direct supervision of the Director of Transportation.

**Approved:** June 29, 2017

## **Exhibit B**

### **Proposed Job Description**

#### **Coast Unified School District**

**Title:** School Van Driver/Utility Worker I

**Salary Range:** 10

**Job Summary:**

With minimal supervision, operates a school van over designated routes in transporting students to and from school and on field trips; performs a variety of general custodial, grounds and minor maintenance duties as determined by supervisor.

**Qualifications:**

**Required:**

1. Valid California Driver's License required with no violations or convictions
2. CPR and First Aid certification required
3. Criminal Justice Fingerprint Clearance
4. Tuberculin Clearance
5. Pass DMV commercial medical examination
6. 21 years of age or older
7. Participate in DOT Drug and Alcohol Testing Program
8. High school graduate or equivalent

**Desirable:**

1. Bilingual in Spanish
2. Custodian, grounds or maintenance experience
3. Willing to seek a Class B Commercial Driver's License with passenger endorsement while serving as a Van Driver/Utility Worker

**Essential Functions:**

Drive a school van daily or as assigned over designated routes in accordance with time schedules, pick up and discharge school children, escort required children across streets, stopping traffic as necessary; transport students and adults on field trips to various locations as scheduled; maintain order among riders in vans; fill out daily trip sheet showing number of pupils carried and miles driven; maintain assigned van as required and report any mechanical defects per operating procedures; conduct daily van inspections as required; drive in a safe and prudent manner as determined by road conditions and weather; carry out other transportation related duties as directed; perform custodial, grounds and minor maintenance duties as instructed.

**Physical Requirements:**

1. Ability to sit for extended periods of time.
2. Ability to ascend and descend steps.
3. Ability to see and read, with or without vision aids.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will clearly understand normal conversation.
6. Ability to bend and twist, kneel and stoop.
7. Ability to lift, carry, push and/or pull up to 40 pounds on a regular basis.
8. In an emergency, must be able to perform evacuation of students from the van.
9. Ability to reach in all directions.
10. Ability to lift 50 lbs.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:**

Under the direct supervision of the Director of Transportation.

**Approved:**

## Exhibit C

### Proposed Job Description

#### Coast Unified School District

**Title:** School Van Driver/Utility Worker II

**Salary Range:** 13

**Job Summary:**

With minimal supervision, operates a school van over designated routes in transporting students to and from school and on field trips; performs a variety of general custodial, grounds and minor maintenance duties as determined by supervisor.

**Qualifications:**

Required:

1. Valid California Driver's License required with no violations or convictions
2. CPR and First Aid certification required
3. Criminal Justice Fingerprint Clearance
4. Tuberculin Clearance
5. Pass DMV commercial medical examination
6. 21 years of age or older
7. Participate in DOT Drug and Alcohol Testing Program
8. High school graduate or equivalent
9. Current H6 DMV Report
10. Administer diastat and similar medications
11. Lawfully implement positive behavior interventions and emergency behavior interventions with students with disabilities
12. Attend all appropriate and required training to perform the duties in 10 and 11

Desirable:

1. Bilingual in Spanish
2. Custodian, grounds or maintenance experience
3. Willing to seek a Class B Commercial Driver's License with passenger endorsement while serving as a Van Driver/Utility Worker

**Essential Functions:**

Drive a school van daily or as assigned over designated routes in accordance with time schedules, pick up and discharge school children, escort required children across streets, stopping traffic as necessary;



transport students and adults on field trips to various locations as scheduled; maintain order among riders in vans; fill out daily trip sheet showing number of pupils carried and miles driven; maintain assigned van as required and report any mechanical defects per operating procedures; conduct daily van inspections as required; drive in a safe and prudent manner as determined by road conditions and weather; carry out other transportation related duties as directed; perform custodial, grounds and minor maintenance duties as instructed; and provide medications and behavior interventions as needed to help transport students with disabilities and manage student discipline issues arising during transportation.

**Physical Requirements:**

1. Ability to sit for extended periods of time.
2. Ability to ascend and descend steps.
3. Ability to see and read, with or without vision aids.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will clearly understand normal conversation.
6. Ability to bend and twist, kneel and stoop.
7. Ability to lift, carry, push and/or pull up to 40 pounds on a regular basis.
8. In an emergency, must be able to perform evacuation of students from the van.
9. Ability to reach in all directions.
10. Ability to lift 50 lbs.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:**

Under the direct supervision of the Director of Maintenance, Operations and Transportation.

**Approved:**

**Exhibit D**

**Current Job Description**

**Coast Unified School District**

**Title:** Bus Driver/Utility Worker

**Salary Range:** 15

**Job Summary:**

With minimal supervision, operates a school bus over designated routes in transporting students to and from school and on field trips; performs a variety of general custodial, grounds and minor maintenance duties as determined by supervisor.

**Qualifications:**

Required:

1. Valid California Class A or Class B operator's license
2. Valid California School Bus Driver's Certificate
3. Valid medical certificate
4. Valid first aid card or certificate of completion of California Highway Patrol First Aid Examination
5. Knowledge of safe driving practices
6. Knowledge of provisions of the California Motor Vehicle Code Passenger Transportation Safety Handbook
7. Ability to maintain order among riders on a school bus
8. Understand and carry out oral written directions
9. Pass physical examination requirements as required
10. High school graduate or equivalent

Desirable:

1. Bus Driving experience
2. Custodial, grounds or maintenance experience

**Essential Functions:**

Drive a school bus daily or as assigned over designated routes in accordance with time schedules, pick up and discharge school children, escort required children across streets,

stopping traffic as necessary; transport students and adults on field trips to various locations as scheduled; maintain order among riders on busses; fill out daily trip sheet showing number of pupils carried and miles driven; maintain assigned bus as required and report any mechanical defects per operating procedures; conduct daily bus inspections as required; drive in a safe and prudent manner as determined by road conditions and weather; carry out other transportation related duties as directed; perform custodial, grounds and minor maintenance duties as instructed.

**Physical Requirements:**

1. Ability to sit for extended periods of time.
2. Ability to ascend and descend steps.
3. Ability to see and read, with or without vision aids.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will clearly understand normal conversation.
6. Ability to bend and twist, kneel and stoop.
7. Ability to lift, carry, push and/or pull up to 40 pounds on a regular basis.
8. In an emergency, must be able to perform evacuation of students from bus.
9. Ability to reach in all directions.
10. Ability to lift 50 lbs.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:**

Under the direct supervision of the Director of Transportation.

**Approved: 6/26/2014**

Salary modified from range 12 to 15 July 1, 2015

**Exhibit E**

**Proposed Job Description**

**Coast Unified School District**

**Title:** Bus Driver/Utility Worker II

**Salary Range:** 18

**Job Summary:**

With minimal supervision, operates a school bus over designated routes in transporting students to and from school and on field trips; performs a variety of general custodial, grounds and minor maintenance duties as determined by supervisor.

**Qualifications:**

**Required:**

1. Valid California Class A or Class B operator's license
2. Valid California School Bus Driver's Certificate
3. Valid medical certificate
4. Valid first aid card or certificate of completion of California Highway Patrol First Aid Examination
5. Knowledge of safe driving practices
6. Knowledge of provisions of the California Motor Vehicle Code Passenger Transportation Safety Handbook
7. Ability to maintain order among riders on a school bus
8. Understand and carry out oral written directions
9. Pass physical examination requirements as required
10. High school graduate or equivalent
11. Administer diastat and similar medications
12. Lawfully implement positive behavior interventions and emergency behavior interventions with students with disabilities
13. Attend all appropriate and required training to perform the duties in 11 and 12

**Desirable:**

1. Bus Driving experience
2. Custodial, grounds or maintenance experience

**Essential Functions:**

Drive a school bus daily or as assigned over designated routes in accordance with time schedules, pick up and discharge school children, escort required children across streets, stopping traffic as necessary; transport students and adults on field trips to various locations as scheduled; maintain order among riders on busses; fill out daily trip sheet showing number of pupils carried and miles driven; maintain assigned bus as required and report any mechanical defects per operating procedures; conduct daily bus inspections as required; drive in a safe and prudent manner as determined by road conditions and weather; carry out other transportation related duties as directed; perform custodial, grounds and minor maintenance duties as instructed; and provide medications and behavior interventions as needed to help transport students with disabilities and manage student discipline issues arising during transportation.

**Physical Requirements:**

1. Ability to sit for extended periods of time.
2. Ability to ascend and descend steps.
3. Ability to see and read, with or without vision aids.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will clearly understand normal conversation.
6. Ability to bend and twist, kneel and stoop.
7. Ability to lift, carry, push and/or pull up to 40 pounds on a regular basis.
8. In an emergency, must be able to perform evacuation of students from bus.
9. Ability to reach in all directions.
10. Ability to lift 50 lbs.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:**

Under the direct supervision of the Director of Maintenance, Operations and Transportation.

**Approved:**