

Santa Monica College Personnel Commission Meetings

Regular Meetings Occur Every 3rd Wednesday of the Month

Special Meetings Scheduled As Needed

Attend in Person:

1900 Pico Blvd, Business Room 117, Santa Monica Ca 90405

Attend Virtually:

<https://smc-edu.zoom.us/j/89802168458?pwd=YUJ4TUU6dkF1MnUzWlRNRnhYMWpTUT09>

Call In:

One tap mobile :

+16694449171,,89802168458#,,,,*170714# US

+13462487799,,89802168458#,,,,*170714# US (Houston)

Telephone:

Webinar ID: 898 0216 8458

Passcode: 170714

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

International numbers available: <https://smc-edu.zoom.us/j/k5RgknxWU>

PUBLIC PARTICIPATION DURING PERSONNEL COMMISSION MEETINGS

Members of the public may address the Commission by oral presentation concerning any subject that lies within the jurisdiction of the Personnel Commission provided the requirements and procedures herein set forth are observed.

All public comments will be subject to the general rules set forth below.

- Generally, three minutes is allotted to each speaker per topic for general public comments or per agenda item.
- Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.
- Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.
- Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.

Exceptions:

This time allotment does not apply to individuals who address the Commission at the invitation or request of the Commission.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Instructions for Submitting a Request to Speak at In-Person Meeting

Individuals wishing to speak to the Commissioners during the Personnel Commission meeting during Public Comments or regarding item(s) on the agenda must complete a request card with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

General Public Comments and Consent Agenda

- The request card to speak must be submitted to Tatiana Morrison, Personnel Technician, at the meeting before the Commission reaches the applicable section in the agenda.

Instructions for Submitting a Request to Speak at Zoom Webinar

The Zoom webinar format used by the Personnel Commission Zoom meetings ensure public participation and provide an opportunity for the public to directly address the legislative body.

Public participation can occur in one of two ways. Members of the public may speak during the public meeting, or they can submit written comments to be read during the public meeting.

Individuals wishing to speak directly to the Commission can do so in one of several ways:

It is recommended that individuals wishing to speak at the Personnel Commission meeting send an email to morrison_tatiana@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the subject line "Commission Meeting Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item: General Public Comments or Consent Agenda (indicate number/subject)

Alternatively, during the meeting and before public comments have ended, individuals may use the Q&A feature of the Zoom webinar to request to speak.

When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker's Zoom Profile should match the name used to request to speak to expedite this process. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Instructions for Submitting Written Comments

Individuals wishing to submit written comments to be read at the Personnel Commission Meeting should send an email to morrison_tatiana@smc.edu by 10:30 a.m. for the regular session starting at 12:00 p.m. The email should contain the following information:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item (Item V for general comments or Consent Agenda (Item VIII); for other items indicate the topic or specific item number)
- Comment to be read

*Reference: Commission Policy Section 2350
Education Code Section 72121.5
Government Code Sections 54950 et seq*

<p>DEPARTMENTS: PLEASE POST</p> <p>Academic Affairs:</p> <p>Accounts Payable: Cherry Aquino</p> <p>Admissions & Records: Jackson Edwards</p> <p>African American Center: Sherri Bradford</p> <p>Athletics:</p> <p>Auxiliary Services: Ofelia Meza</p> <p>Broad Stage/Madison: Gail Johnson</p> <p>Bundy: Beverly Redd-Walker</p> <p>Business Department: Peter Murray</p> <p>Campus Police Office: Jennifer Jones</p> <p>Campus Store: Eleaz Juarez</p> <p>Career Services: Carolina Trejo</p> <p>Cashier's Office: Veronica Romo</p> <p>Center for Media & Design: Angela Valentine</p> <p>Community & Academic Relations: Christina Marcial</p> <p>Community Education: Ashley Price</p> <p>Counseling Office: Allison Kosich</p> <p>Custodian Time Clock: Anthony Williams</p> <p>Disabled Students Center: Nathalie Laille</p> <p>Early Childhood Ed.: L. Manson</p> <p>Emeritus Department: V. Rankin-Scales</p> <p>English Dept.: Martha Hall</p> <p>EOP&S: Gina Brunell</p> <p>ESL Office: Jocelyn Alex</p> <p>Events Office: Vinnessa Cook</p> <p>Faculty Association: Peter Morse</p> <p>Financial Aid Office: Robyn Rouzan</p> <p>Health Sciences: Clarendia Stephens</p> <p>Health Office: Nancy Alfaro</p> <p>Human Resources: Delia Padilla & Dawn Noguera</p> <p>HSS: Carolyn Baugh</p> <p>Institutional Research:</p> <p>International Education Center: Ana Jara</p> <p>KCRW:</p> <p>Latino Center: Maria Martinez</p> <p>Madison: Gail Johnson</p> <p>Maintenance/Operations: Kasey Garland</p> <p>Malibu: Angela Bice</p> <p>Math Village: Kristina Fukuda</p> <p>Media Center:</p> <p>Modern Language: Travis Grant</p> <p>Music: Lori Geller</p> <p>Outreach & Recruitment: Giselle Gradilla</p> <p>Payroll: Ian Fraser</p> <p>Science: Ingrid Cardwell</p> <p>Student Life: Amelia Trejo</p> <p>Superintendent/Presidents Office: L. Kilian</p> <p>STEM: Vanan Yahnian</p> <p>Theater Arts: Lindsay Lefler</p> <p>W& ED/Bundy: Tricia Ramos</p>	<p>ADMINISTRATORS AND MANAGERS</p> <p>Emeritus: Guadalupe Salgado</p> <p>Noncredit Programs: Scott Silverman</p> <p>HR: Tre'Shawn Hall-Baker</p> <p>Info Tech: Calvin Madlock</p> <p>IEC: N. Pressian</p> <p>Instructional Technology: Maintenance:</p> <p>Terry Kamibayashi</p> <p>Operations: Dennis Biddle</p> <p>Darryl Gray</p> <p>Emily Raby</p> <p>Robert Villanueva</p> <p>Receiving: Lisa Davis</p> <p>Supplemental Instruction: Wendi DeMorst</p> <p>SMCPA: Susan Hudelson</p>	<p>SUPERINTENDENT/PRESIDENT AND SENIOR STAFF</p> <p>Superintendent/President: Kathryn Jeffery</p> <p>Executive VP:</p> <p>VP Academic Affairs: Jason Beardsley</p> <p>VP Business/Admin: Chris Bonvenuto</p> <p>VP Enroll. Services: T. Rodriguez</p> <p>VP Human Resources: Sherri Lee-Lewis</p> <p>VP Student Affairs: M. Tuitasi</p> <p>Senior Director Government Relations & Institutional Communications: Don Girard</p> <p>Community Relations: Kiersten Elliott</p> <p>Public Information: Grace Smith</p> <p>PUBLIC POSTING LOCATION</p> <p>Online: www.smc.edu</p> <p>EMPLOYEE ORGANIZATIONS</p> <p>CSEA Labor Rep.: Derek Eckstein</p> <p>CSEA Chapter Pres.: Cindy Ordaz</p> <p>CSEA Chapter 1st V.P.: Martha Romano</p> <p>CSEA Chapter 2nd V.P.: Kennisha Green</p> <p>CSEA Chief Job Steward: Jonathan Rosas</p> <p>CSEA Treasurer: Dagmar Gorman</p> <p>CSEA Secretary:</p> <p>CSEA Chief Development Officer: Luis Martin</p> <p>CSEA Communications Officer: David Mendoza</p> <p>SMC POA President: Officer Cadena</p> <p>Management Association: Scott Silverman</p> <p>IF YOU NEED AN ACCOMMODATION</p> <p>Written requests for disability-related modifications or accommodations that are needed in order to participate in the Commission meeting are to be directed to the Personnel Commission Office as soon in advance of the meeting as possible.</p> <p>Revised 4/22/2025</p>
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Public Session: 11:30 a.m.

I. Organizational Functions

A.Call to Order

B.Roll Call

Commissioners	Present	Absent
Dr. Joseph Metoyer Jr., Chair		
Joy Abbott, Vice Chair		
Barbara Greenstein		
Deborah Jansen		
Lawrence Leone		

II. Public Comments: Non-Actionable Items from those in attendance.

III. Agenda Reports: Major Items of Business

Report Number	Subject	Page Number
1	Personnel Commission Budget Fiscal Year 2025-2026 Presentation of a Revised Personnel Commission Budget for Fiscal Year 2025-2026. First Reading.	3
2	Ratification of Eligibility Lists	5
3	Classification Description Revisions: Shuttle Driver	6

IV. Adjournment

Agenda Report Number	1
Subject	Personnel Commission Budget Fiscal Year 2025-2026 Presentation of a Revised Personnel Commission Budget for Fiscal Year 2025-2026. First Reading.
Date	April 23, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

The attached proposed budget for the operation of the Personnel Commission Office for Fiscal Year 2025-2026 is submitted to the Personnel Commission for review and discussion by the Director of the Personnel Commission.

In accordance with Merit Rule 2.4.1 (A), the Personnel Director shall prepare and submit to the Commission a proposed operating budget for the next ensuing fiscal year. The budget shall be submitted for a first reading no later than the appropriate Commission meeting in April.

Summary

The Personnel Commission budget for FY 2025-26 reflects the following adjustments against the prior year's budget:

- 2.9% increase in total salary and benefits due to the following changes:
 - Mandatory 4.4% increase in employee benefits
 - Mandatory 13% increase in Commissioner benefits
 - Mandatory step and column increase in salary
- 29% increase in total operating expenses, due to the following changes:
 - Increases in legal expenses due to multiple disciplinary hearings slated for 2025-2026
 - Anticipated increases in licensing fees for our applicant management system

Budget adjustments for salary and benefits include savings from elimination of our temporary staff for next fiscal year, and salary savings from a mid-year turnover within our classified non-management staff, in which a vacated Personnel Analyst position (Salary Range 45) was back-filled with a Personnel Technician position (Salary Range 38). This adjustment resulted in an annual savings of approximately \$96,000. We are requesting the addition of one permanent, part-time Personnel Analyst, at an annual cost of approximately \$71,000.

Outside of the mandatory salary and benefits increases, these staffing changes account for an annual savings of approximately \$15,000 from our budget.

Overall, the Personnel Commission is requesting a 3.6% increase to its budget for Fiscal Year 2025-2026.

PERSONNEL COMMISSION BUDGET 2025-2026 - Revised

Description	Object	2024-25	2025-26	Difference	% Change	Remarks
Administrative & Management	2110	\$ 513,037.00	\$ 521,795.00	\$ 8,758.00	1.7%	Step and Column increases
						Step and Column increases; back-filled vacant position mid-year at a lower level; convert part-time temp to part-time permanent
Clerical	2120	\$ 778,275.00	\$ 796,847.00	\$ 18,572.00	2.4%	
Clerical Hourly (Temporary Staff)	2323	11,000.00	0.00	\$ (11,000.00)		
Clerical Overtime	2324	2,000.00	2,000.00	\$ -		
Personnel Commissioners	2380	7,725.00	7,725.00	\$ -		
Other Classified Hourly	2393	0.00	0.00	\$ -		
Benefits (Staff)	Various	\$ 743,560.00	\$ 776,365.00	\$ 32,805.00	4.4%	CalPERS-Mandated and Increase in Health & Welfare premiums
Benefits (Commissioners)	Various	\$ 103,213.00	\$ 116,604.00	\$ 13,391.00	13%	CalPERS-Mandated and Increase in Health & Welfare premiums
Total Salary & Benefits		\$ 2,158,810.00	\$ 2,221,336.00	\$ 62,526.00	2.9%	
Supplies	4550	\$ 4,396.00	\$ 4,396.00	\$ -		
Mileage	5210	\$ 150.00	\$ 150.00	\$ -		
Conf./Training/Staff Development	5220	\$ 6,200.00	\$ 6,200.00	\$ -		
Meeting Reimbursements	5241	\$ -	\$ -	\$ -		
Meals/Catering for Raters	5242	\$ 2,000.00	\$ 2,000.00	\$ -		
Dues & Memberships	5310	\$ 5,500.00	\$ 5,500.00	\$ -		
Repairs & Equipment Maintenance	5650	\$ 400.00	\$ 400.00	\$ -		
Legal	5730	\$ 15,000.00	\$ 30,000.00	\$ 15,000.00		
Off Campus Printing	5820	\$ -	\$ -	\$ -		
Advertising	5830	\$ 6,500.00	\$ 6,500.00	\$ -		
Software Licensing	5840	\$ 18,400.00	\$ 20,400.00	\$ 2,000.00		Anticipated increase in NeoGov licensing
Postage	5850	\$ -	\$ -	\$ -		
Other Contract Services	5890	\$ -	\$ -	\$ -		
Total Operating Expenses		\$ 58,546.00	\$ 75,546.00	\$ 17,000.00	29.0%	
Total Budget		\$ 2,217,356.00	\$ 2,296,882.00	\$ 79,526.00	3.6%	

Agenda Report Number	2
Subject	Ratification of Eligibility Lists
Date	April 23, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission

It is recommended that the Personnel Commission ratify the following eligibility lists.

Classification	Number of Promotional Candidates	Total Number of Candidates	Expiration Date
Lead Custodian (Promotional)	4	4	9/30/2025

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Agenda Report Number	3
Subject	Classification Description Revisions: Shuttle Driver Cyclical Review
Date	April 23, 2025
To	Members of the Personnel Commission
From	Carol Long, Director of the Personnel Commission
By	Tatiana Morrison, Personnel Technician

BACKGROUND

Attached for your approval are the classification revisions for **SHUTTLE DRIVER**.

As part of the cyclical review process, we are reviewing classifications in Transportation. The Transportation Department is operated by the Business Services Division of Santa Monica College which provides services such as Accounting, Accounts Payable, Auxiliary Services, Bookstore, Budget, Cashier's Office, Contracts, Finance, Mail Services, Payroll, Purchasing, Receiving, and Warehouse Services.

The Van Driver classification was established in August, 1989 and retitled to Shuttle Driver in December, 2006.. The most recent revision was approved in May 2017, to refine the vehicle inspection expectations as well as the requirement to communicate using a mobile communication device, provide customer service and mandate a passenger endorsement. There is currently 1 permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2024-2025. The incumbents in the Transportation classifications, as well as CSEA, were invited to participate in a class study orientation on October 30, 2024, to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents in this job discipline were requested to complete Position Description Questionnaires (PDQs) by November 15, 2024. Commission staff subsequently conducted a job audit to obtain input from the incumbent. The information gathered from the job audit was reviewed with the manager.

Personnel Commission staff consulted with David Dever, Director of Auxiliary Services and Mitch Heskell, Dean of Education Enterprise, to discuss the classification description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Description revisions were proposed to clarify updated licensing requirements.

A job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on data gathered, minor description revisions are being proposed, to clarify a legal change of required licensing.

A comprehensive salary survey of 15 comparable agencies was conducted to examine industry trends and determine proposed salary ranking. Sufficient market data was not available to utilize the percentile ranking method of salary placement (i.e., at least 30% of surveyed jobs should be matched). Comparable agencies utilized roles in a temporary capacity, used contracted services or assigned broader responsibilities. There is no recommendation for salary reallocation as a result of description updates.

The following chart shows related classifications in this job discipline and salary allocation for each classification:

JOB TITLE	RANGE	MIN	MAX	% DIFF BETWEEN LEVELS
Director of Auxiliary Services	M31	\$11,203	\$13,617	105%
Transportation Operations Coordinator	31	\$5,466	\$6,643	13%
Shuttle Driver	26	\$4,834	\$5,876	

Cyclical review results have been sent to the incumbent, CSEA, Department Management, Business Services, Human Resources, and executive leadership.

RECOMMENDATION

It is recommended that the Commission approve the proposed classification description revisions for Shuttle Driver.

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

**Santa Monica Community College District
Personnel Commission**

Shuttle Driver

CONCEPT OF THE CLASS

Under supervision, positions in this classification perform journey level transportation services for students, District employees and guests on scheduled or special routes to and from campuses. Incumbents operate a multi-passenger vehicle, conduct routine vehicle inspections and maintenance, report non-routine problems as detected, and provide customer service to passengers.

DISTINGUISHING CHARACTERISTICS

~~Positions in the The Shuttle Driver classification are is~~ responsible for driving a multi-passenger vehicle to transport passengers to and from campuses, community service activities or events.

~~Positions in the The Transportation Operations Specialist Coordinator classification are is~~ responsible for coordinating the District shuttle service routes, transportation service requests, repairs, maintenance and recordkeeping of District fleet vehicles.

ESSENTIAL DUTIES

Conforms to all federal, state, and local traffic laws and regulations governing the operation of a commercial multi-passenger vehicle for passenger use.

Follows specified instructions, procedures, and standards for the efficient and safe operation of the vehicle, and for the care and safety of the passengers.

Operates a multi-passenger vehicle to transport passengers to and from specified destinations using safety precautions and observing driving regulations at all times and as directed.

Maintains a daily log of transportation runs, maintenance, and mileage.

Operates a mobile communication device to inform supervisor of delays, detours, or other problems concerning the transport of passengers.

Recommends alternate routes to the supervisor for approval as needed due to obstructions, constructions, or detours.

Operates multi-passenger vehicle wheelchair lift for passengers with disabilities.

Performs routine vehicle maintenance, such as fueling, checking oil, coolant levels, and tire condition; keeps vehicle clean and washed; reports any non-routine problems or malfunctioning equipment to management.

Provides customer service and information about transportation and District services to students, District employees and guests.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Positions in this classification receive supervision from the Director of Auxiliary Services, the employee carries out essential duties and should recognize instances that are out of the ordinary and seek advice or further instructions.

Level of Supervision Exercised

None.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Safe multi-passenger vehicle driver practices
California Highway Patrol and Department of Motor Vehicles rules and regulations
Federal, State, local traffic laws and regulations applicable to commercial multi-passenger vehicles
Basic record keeping
Basic automotive Alternative Fuels, service and repair issues
Basic mathematics
Effective customer service techniques

Ability to:

Safely operate a multi-passenger vehicle with seating capacity of 16 or more people
Operate a mobile communication device
Maintain accurate records
Understand and carry out oral and written instructions
Clean and perform minor repairs on a motor vehicle
Monitor the servicing and maintenance of a multi-passenger vehicle
Learn designated routes
Read and understand maps
Work with minimum supervision
Interpret, apply and explain rules, regulations, policies and procedures
Orally communicate in a clear and effective manner
Deal with people effectively and produce positive results
Exhibit a pleasant, cooperative attitude
Be friendly, reliable, flexible and sensitive
Be willing to follow a daily routine driving a prescribed route and following a set schedule conscientiously
Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training
Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

High school diploma or equivalent

Experience Requirement:

One ~~(1)~~ year of experience driving ~~a shuttle, van or bus~~, greeting and providing information to passengers. Experience driving a shuttle, van or bus preferred.

Special Requirements:

May be required to work varied hours and/or be on call.

Must maintain a satisfactory driving record, which includes the following:

- a) Within a three ~~(3)~~ year period, must not have committed any violation that resulted in a conviction with a DMV 2 Point count or more.
- b) Within a three ~~(3)~~ year period, must not have committed three ~~(3)~~ or more DMV 1 Point violations.
- c) Within a three ~~(3)~~ year period, must not have had driving privileges revoked, suspended, or placed on probation.

Must comply with District Board Policy and Administrative Regulations as it pertains to Drug and Alcohol Testing for Transportation Employees.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

Must possess a California Class ~~B-C~~ Driver's License with passenger endorsement and be eligible for the certificate as required by the Department of Motor Vehicles- and the California Highway Patrol to transport students, staff and guests. Must have a good driving record and be able to be insured and continue to be insurable by the District's liability insurance carrier.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to stand, walk and sit, use hands to steer and drive or handle materials and tools, fuel and oil, and wash and dry vehicles. Required to read, write, talk and hear in English. The employee is occasionally exposed to moving mechanical parts. The employee is regularly required to lift, carry, push or pull up to 10 pounds, and assist passengers into vehicles including assisting disabled persons. Must be able to sit for- extended periods of time. Must possess good vision and hearing and pass the District's physical examination.

While performing the duties of this job, the noise level in the work environment is usually moderate.

CLASS DETAIL

Job Family:

Trades / Facilities / Maintenance Facilities, Trades & Maintenance

FLSA Status:

Non-exempt

Personnel Commission Approval Date:

December 7, 2006 8/1989

Revision Date(s):

12/07/06, 5/17/17, 4/23/25

Class History:

Van Driver

**Santa Monica Community College District
Personnel Commission**

Shuttle Driver

CONCEPT OF THE CLASS

Under supervision, positions in this classification perform journey level transportation services for students, District employees and guests on scheduled or special routes to and from campuses. Incumbents operate a multi-passenger vehicle, conduct routine vehicle inspections and maintenance, report non-routine problems as detected, and provide customer service to passengers.

DISTINGUISHING CHARACTERISTICS

The **Shuttle Driver** is responsible for driving a multi-passenger vehicle to transport passengers to and from campuses, community service activities or events.

The **Transportation Coordinator** is responsible for coordinating the District shuttle service routes, transportation service requests, repairs, maintenance and recordkeeping of District fleet vehicles.

ESSENTIAL DUTIES

Conforms to all federal, state, and local traffic laws and regulations governing the operation of a commercial multi-passenger vehicle for passenger use.

Follows specified instructions, procedures, and standards for the efficient and safe operation of the vehicle, and for the care and safety of the passengers.

Operates a multi-passenger vehicle to transport passengers to and from specified destinations using safety precautions and observing driving regulations at all times and as directed. Maintains a daily log of transportation runs, maintenance, and mileage.

Operates a mobile communication device to inform supervisor of delays, detours, or other problems concerning the transport of passengers.

Recommends alternate routes to the supervisor for approval as needed due to obstructions, constructions, or detours.

Operates multi-passenger vehicle wheelchair lift for passengers with disabilities.

Performs routine vehicle maintenance, such as fueling, checking oil, coolant levels, and tire condition; keeps vehicle clean and washed; reports any non-routine problems or malfunctioning equipment to management.

Provides customer service and information about transportation and District services to students, District employees and guests.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Positions in this classification receive supervision from the Director of Auxiliary Services, the employee carries out essential duties and should recognize instances that are out of the ordinary and seek advice or further instructions.

Level of Supervision Exercised

None.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Safe multi-passenger vehicle driver practices
California Highway Patrol and Department of Motor Vehicles rules and regulations
Federal, State, local traffic laws and regulations applicable to commercial multi-passenger vehicles
Basic record keeping
Basic automotive Alternative Fuels, service and repair issues
Basic mathematics
Effective customer service techniques

Ability to:

Safely operate a multi-passenger vehicle with seating capacity of 16 or more people
Operate a mobile communication device
Maintain accurate records
Understand and carry out oral and written instructions
Clean and perform minor repairs on a motor vehicle
Monitor the servicing and maintenance of a multi-passenger vehicle
Learn designated routes
Read and understand maps
Work with minimum supervision
Interpret, apply and explain rules, regulations, policies and procedures
Orally communicate in a clear and effective manner
Deal with people effectively and produce positive results
Exhibit a pleasant, cooperative attitude
Be friendly, reliable, flexible and sensitive
Be willing to follow a daily routine driving a prescribed route and following a set schedule conscientiously
Demonstrate knowledge of diversity, equity, inclusion, and accessibility principles and participate in related training
Establish and maintain effective working relationships with others, supporting a climate of anti-racism and mutual respect that values people of all backgrounds, demographics, and experiences

MINIMUM QUALIFICATIONS

Education Requirement:

High school diploma or equivalent

Experience Requirement:

One year of experience driving, greeting and providing information to passengers. Experience driving a shuttle, van or bus preferred.

Special Requirements:

May be required to work varied hours and/or be on call.

Must maintain a satisfactory driving record, which includes the following:

- a) Within a three year period, must not have committed any violation that resulted in a conviction with a DMV 2 Point count or more.
- b) Within a three year period, must not have committed three or more DMV 1 Point violations.
- c) Within a three year period, must not have had driving privileges revoked, suspended, or placed on probation.

Must comply with District Board Policy and Administrative Regulations as it pertains to Drug and Alcohol Testing for Transportation Employees.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

Must possess a California Class C Driver's License with passenger endorsement and be eligible for the certificate as required by the Department of Motor Vehicles and the California Highway Patrol to transport students, staff and guests. Must have a good driving record and be able to be insured and continue to be insurable by the District's liability insurance carrier.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to stand, walk and sit, use hands to steer and drive or handle materials and tools, fuel and oil, and wash and dry vehicles. Required to read, write, talk and hear in English. The employee is occasionally exposed to moving mechanical parts. The employee is regularly required to lift, carry, push or pull up to 10 pounds, and assist passengers into vehicles including assisting disabled persons. Must be able to sit for extended periods of time. Must possess good vision and hearing and pass the District's physical examination.

While performing the duties of this job, the noise level in the work environment is usually moderate.

CLASS DETAIL

Job Family:	Facilities, Trades & Maintenance
FLSA Status:	Non-exempt
Personnel Commission Approval Date:	8/1989
Revision Date(s):	12/07/06, 5/17/17, 4/23/25
Class History:	Van Driver

IV. Adjournment

Disposition by the Commission	
Motion Made By	
Seconded By	
Ayes	
Nays	
Abstentions	
Amendments/Comments	

Day	Month	Date	Year	Time	Venue
Wednesday	May	21	2025	12:00 p.m.	Board Room/Business Bldg. Room 117
Wednesday	June	18	2025	12:00 p.m.	Board Room/Business Bldg. Room 117

As required by law, the agenda for the April 23, 2025, Special Meeting of the Santa Monica College Personnel Commission was posted on the Official District Website no later than 24 hours prior to the date and time of this meeting.