



WEST COUNTY TRANSPORTATION AGENCY

**367 West Robles Avenue
Santa Rosa, CA 95407**

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY CLASSIFICATION: SCHOOL BUS DRIVER TRAINEE

The West County Transportation Agency is a Joint Powers Agency formed of seventeen school districts in Western Sonoma County. Our primary responsibility is to provide cooperative, centralized, cost efficient, safe and child-centered school transportation to the students of these school districts.

Salary is \$17.00 per hour. Excellent health, dental, and vision benefits for the employee and dependents are available. The Agency pays for a \$50,000 life insurance policy for employees only, plus paid vacation time, accumulated sick leave, and CalPERS retirement package.

We are accepting applications for persons interested in training to become a school bus driver. The classroom portion of training is twelve (12) days. The behind-the-wheel training to begin after the classroom training is completed and the Class B permit is obtained. WCTA will pay for the necessary pre-employment physical examination, mandatory pre-employment drug screening, fingerprinting, DMV testing fees, and CHP testing fees. Our goal is to have a number of drivers ready for assignment as soon as possible.

After completion of all necessary background checks, drug testing, DOT physical, and classroom time, School Bus Driver Trainees will be required to report daily for assignments. Once the Class B permit is obtained, School Bus Driver Trainees will begin the behind the wheel portion of training, at which time a minimum of twenty (20) hours of behind the wheel training must be completed. As a new driver trainee, you are guaranteed a minimum of four (4) hours per day. Extra work can be assigned to School Bus Driver Trainees by driving Class C Van Routes, or as a Transportation Aide if needed. The position will have a probationary period of 130 days.

Interested persons should apply as soon as possible. Applications consist of an application form, and a recent copy of your 2 year driving history. A DMV printout is mandatory and can be obtained at www.ca.dmv.gov. Resumes, letters of recommendation, or any other supporting documentation may accompany the application.

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GENERAL INFORMATION FOR EMPLOYMENT APPLICANTS

- EMPLOYMENT PROCEDURES:** Application forms must be received in the Business Office no later than the announced time on the announced closing date for filing. WCTA application forms must be used. Resumes or other application forms will not be considered as applications for Agency positions. Applicants must meet the qualifications as specified on the announcement in order to be considered eligible to complete the written, oral, or practical examination.
- DRUG TESTING:** All prospective employees must pass a pre-employment drug test. On-going drug and alcohol testing is performed on a random basis after employment and after accidents. In November 2016, California voted to allow the recreational use of marijuana. Although this is legal, it is still illegal for commercial drivers to use this substance. Experts report that THC, the drug that is present in marijuana and tested, stays in a person's system for up to 90 days or longer.
- FINGERPRINTING:** Fingerprinting is required upon employment.
- PHYSICAL REQUIREMENTS:** A physical examination and physical performance test may be required prior to employment, and an offer of employment is contingent upon successfully passing the physical. A TB test will be required upon employment. Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential job duties with or without reasonable accommodation.
- SALARY:** Appointments are normally made at the first step of the announced salary range. Movement on the salary schedule will occur with successful employment with the Agency on an annual basis.
- VACATION:** For bargaining unit employees: twelve (12) days a year during the first five (5) years of service; eighteen (18) days a year after five (5) years of service; and twenty-four (24) days a year for employees over fifteen (15) years of service, pro-rated for part-time or 10-month employees. For management and confidential employees: fifteen (15) days a year during the first five (5) years of service; twenty (20) days per year after five (5) years of service; and twenty-five (25) days per year after eleven (11) years of service; also pro-rated for part-time or 10-month employees.
- SICK LEAVE:** Twelve (12) days per year with no limit on accumulation; pro-rated for part-time or 10-month employees.
- HOLIDAYS:** Thirteen (13) paid holidays per year for full-time employees. Part-time or 10-month employees are eligible for paid holidays per the Collective Bargaining Agreement.
- INSURANCE:** Full Health, Dental, and Vision care plans are available for employee and dependents. Part-time or 10-month employees will be prorated. Employees may be required to pay a portion of the premium. Insurance coverage begins with the nearest billing period we can add you to our covered list, and is never more than one month after you are hired.
- RETIREMENT PLAN:** Permanent full-time and part-time employees are required to participate in the Public Employees Retirement System of California and also contribute to Social Security.
- CREDIT UNION:** Credit Union Membership is available to all employees.
- PAYDAY:** All permanent full-time and part-time employees are paid once a month, usually the last working day of the month. Extra or overtime work, above the regular contract, is paid on a secondary payroll on the tenth of each month.
- UNION REPRESENTATION:** All employees, except management and confidential, have the option to apply for membership with the California School Employees Association within thirty (30) days of employment. Dues are deducted monthly from your paycheck. There is no initiation fee.
- PROBATION:** All employees are subject to a 130 work day probationary period.

CLASS TITLE: SCHOOL BUS DRIVER TRAINEE

BASIC FUNCTION: Under the direction of the Transportation Supervisor, participate in a training program to qualify for a School Bus Driver's Certificate; learn to operate a school bus or other passenger vehicle over designated routes within an established time schedule; perform daily inspections of bus or other transportation equipment. This opportunity is paid however, a probationary period not to exceed 130 workdays is allowed to complete the program and obtain a School Bus Driver's Certificate.

ESSENTIAL DUTIES:

- Drive a school bus along a designated route; observe legal and defensive driving practices; assure compliance with applicable traffic and student transportation laws, codes and regulations.
- Learn how to maintain order and discipline among passengers on the bus and while waiting at bus stops in accordance with policies related to disciplining students.
- Determine appropriate action in emergency situations according to established guidelines; learn how to administer first aid to passengers as needed.
- Conduct required daily safety inspections of buses; inspect the interior, exterior and engine of buses to assure safe operational condition; report mechanical malfunctions or other problems as required; prepare and maintain related records.
- Maintain buses in a clean and safe operating condition; wash, sweep and clean buses; refuel, service and prepare vehicle for operation.
- Utilize two-way radios for bus to bus and bus to base communications. Attend safety meetings and programs as assigned.

OTHER DUTIES:

- Perform duties as a Class C Passenger Driver as needed
- Perform duties as a School Bus Aide as needed
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Safe and defensive driving practices.
- Proper operations of school buses.
- Applicable traffic and student transportation laws, codes and regulations.
- Basic first aid procedures.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

ABILITY TO:

- Drive a school bus safely and efficiently.
- Learn and apply policies and procedures related to student discipline on buses.
- Learn how to maintain a safe discipline level among passengers.
- Observe legal and defensive driving practices.
- Learn and follow designated routes.
- Maintain bus in clean and proper working condition.
- Conduct safety pre trip inspections.
- Administer first aid.
- Maintain routine records.

- Understand and follow oral and written directions.
- Communicate effectively with others.
- Meet schedules and time lines.
- Operate a two-way radio.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: Graduation from high school and
- Completion of twenty (20) hours of a driver-training course authorized by the California Department of Education.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license and a DMV report (within 30 days).

The following must be obtained during the probationary period:

- Valid Class B license with passenger endorsement, School Bus endorsement, and air brake endorsement.
- Valid California Special Driver School Bus Certificate.
- Valid First Aid Certificate issued by an authorized agency.

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BUS DRIVER

PHYSICAL DEMANDS OF THIS POSITION

Terms used in this section are defined as follows:

Rarely 1-10%

Occasionally 11-33%

Frequently 34-66%

Continuously 67-100%

....of the work day

Sitting:	Continuously
Standing:	Occasionally
Walking:	Frequently
Waist Bending:	Frequently
Neck Bending:	Frequently
Squatting:	Frequently
Climbing:	Frequently
Kneeling:	Frequently
Crawling:	Rarely
Neck Twisting:	Continuously
Waist Twisting:	Frequently
Pushing/Pulling:	Frequently up to 40 to 60 lbs of force

Reaching

Above Shoulder: Frequently

Below Shoulder: Frequently

Full Extension: Must be able to reach with full extension 3 feet in any direction to attach wheelchair harnesses or seat belts

Lifting

0-10 lbs: Occasionally: weight up to 100 feet at a time

11-25 lbs: Occasionally: weight up to 100 feet at a time

26-75 lbs: Rarely to move children in event of emergency

Hand Activities

Repetitive Hand Use: Frequently

Simple Grasping: Continuously

Power Grasping: Frequently

Fine Manipulation: Rarely

Hand/Arm – Twisting/Turning: Frequently

Computer Operation/Writing: Rarely

DISASTER SERVICE WORKER

West County Transportation Agency is a local government cooperative agency (joint powers agreement). All government employees in California are required to be disaster service workers. Disaster service workers means that during times of war or natural disaster, you can be pressed into service in the local community performing duties that are of a critical nature and required by your supervisors at work.

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FACT SHEET FOR SCHOOL BUS DRIVER TRAINEE APPLICANTS

The following items are presented for your information as an applicant for a school bus driver position:

1. You should be a person who enjoys the challenge of working with students of all ages, and you should enjoy driving.
2. School bus driving jobs are generally part-time; although, we do have several drivers who work as much as eight (8) hours per day. As a new driver trainee, you are guaranteed a minimum of four (4) hours per day. Extra work is available by driving Class C Van Routes, and as a Transportation Aide. There are also work opportunities available during the summer, winter, and spring vacations. WCTA employees are **not** eligible for unemployment benefits during the time the students are not in school.
3. Wage is \$17.00 per hour.
4. Medical, dental, and vision care plans are available for the employee and dependents, but the employer payment is pro-rated for drivers working four (4) to six (6) hours per day. Employer pays up to the cap amount for employee and dependent coverage year-round for those working six (6) or more hours per day. There is currently a cap of \$1,280.45 per month. Supplemental insurance coverages are available at your cost through AFLAC.
5. Approximately seven (7) percent of your wages are deducted for CalPERS (California Public Employees Retirement System), and the Agency makes a contribution that is nearly double that amount into your account.
6. WCTA will pay for the necessary pre-employment physical examination, mandatory pre-employment drug screening, and fingerprinting.
7. Although California voted to allow the recreational use of marijuana in November 2016, it is **not legal** for commercial drivers to use the substance. As noted above, we perform a pre-employment drug test. Experts report that THC, the drug that is present in marijuana and tested, stays in a person's system for up to 90 days and maybe longer.

EMPLOYMENT APPLICATION



West County Transportation Agency
367 West Robles Avenue
Santa Rosa, CA 95407
(707) 206-9988

Received: _____

For Official Use Only:

QUAL: _____

DNQ: _____

Experience

Training

Other: _____

West County Transportation Agency is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL INFORMATION

POSITION TITLE:

NAME: (Last, First, Middle)

HAVE YOU EVER WORKED UNDER A DIFFERENT NAME? Yes No

If yes, specify name(s)

ADDRESS: (Street, City, State, Zip Code)

CELL PHONE:

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ALTERNATE PHONE:

() -

EMAIL ADDRESS:

DO YOU HAVE A VALID CALIFORNIA DRIVER'S LICENSE? (Please mark your response) YES NO NOT APPLICABLE

If yes, please specify class(es) and expiration date(s): _____

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

HIGH SCHOOL NAME:

LOCATION: (City, State)

DIPLOMA:

Yes No

G.E.D.:

Yes No

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.		
COLLEGE AND/OR VOCATIONAL SCHOOL: Yrs Completed (mark one) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	SCHOOL(s)	
LOCATION: (City, State)	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE EARNED:
MAJOR:		
OTHER TRAINING OR DEGREES		
SCHOOL(s)	LOCATION: (City, State)	
COURSE:	DEGREE OR CERTIFICATE EARNED:	

PROFESSIONAL LICENSE OR MEMBERSHIP:
TYPE OF LICENSE(S) HELD:
OTHER PROFESSIONAL MEMBERSHIPS:

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

WORK EXPERIENCE (List your last position first and include periods between jobs)		
FROM/TO month/year:	EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, Zip Code):		COMPANY URL:
PHONE NUMBER: () -	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER?
HOURS PER WEEK:	# OF EMPLOYEES SUPERVISED:	
DUTIES:		

REASON FOR LEAVING:

WORK EXPERIENCE

(List your last position first and include periods between jobs)

FROM/TO month/year:

EMPLOYER:

POSITION TITLE:

ADDRESS: (Street, City, State, Zip Code):

COMPANY URL:

PHONE NUMBER:
() -

SUPERVISOR:

MAY WE CONTACT THIS EMPLOYER?

HOURS PER WEEK:

OF EMPLOYEES SUPERVISED:

DUTIES:

REASON FOR LEAVING:

FROM/TO month/year:

EMPLOYER:

POSITION TITLE:

ADDRESS: (Street, City, State, Zip Code):

COMPANY URL:

PHONE NUMBER:
() -

SUPERVISOR:

MAY WE CONTACT THIS EMPLOYER?

HOURS PER WEEK:

OF EMPLOYEES SUPERVISED:

DUTIES:

REASON FOR LEAVING:

ADDITIONAL QUESTIONS

HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION? YOU DO NOT HAVE TO REPORT ANY CONVICTIONS INVOLVING POSSESSION OF LESS THAN AN OUNCE OF MARIJUANA FOR PERSONAL USE THAT IS MORE THAN TWO YEARS OLD. (Please mark your response)

YES NO

If yes, explain: _____

Note: Answering "yes" does not constitute an automatic bar to employment except as mandated by the California Education Code with regard to serious felonies, violent felonies, controlled substance offenses, and sex offenses. In accordance with applicable law the nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered. Please exclude convictions which were sealed, expunged or statutorily eradicated, and any misdemeanor for which probation was successfully completed or otherwise discharged and the case has been judicially dismissed.

CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION YOU ARE APPLYING FOR WITH OR WITHOUT REASONABLE ACCOMMODATIONS? (Please mark your response) YES NO

(Note: WCTA complies with the ADA, state law, and considers reasonable accommodations as necessary for eligible applicants and employees to perform essential functions.)

I hereby certify that all statements made in this application are true and correct to the best of my knowledge. I understand that any misstatement or material omission herein could result in my disqualification as an applicant and/or termination from employment.

I further understand that any offer of employment will be subject to submission of fingerprints and a criminal background check, a job-related medical examination, pre-employment drug test, documentation verifying my identity and legal authority to work in the United States, reference checks, and if required by the position I am seeking, possession of a valid license and certificates.

DATE

APPLICANT'S SIGNATURE

Employment Information

And Release of Liability

To: _____
Name of Supervisor

Name of Current or Former Employer

I have submitted an employment application to West County Transportation Agency (“WCTA”).

I hereby authorize my current or former employer listed above to release to WCTA any information related to my employment including, but not limited to, dates of employment, performance, evaluations, attendance, discipline, and termination of employment. The foregoing authorization extends to release of any records related to my employment.

To the fullest extent permitted by law I hereby release my current or former employer listed above from any and all claims, damages, causes of action, and liability of any kind related to or arising out of the release of such information, as well as from the use or disclosure of such information by WCTA.

Date

Signature

Print Name