



## **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.

School bus drivers work a minimum of four hours per day on a split shift, bringing students to school in the morning and taking them home in the afternoon. Drivers work only when students are in school and school is in session (typically 180 days per year). Extra work is available by driving field trips, substituting on mid-day routes, and summer school. We have regular route and stand-by positions available.

Starting salary is \$20.10 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 California Driver's License Class B training consists of three (3) days and the Original School Bus Class training consists of six (6) days. The behind-the-wheel training to begin after the classroom training is completed. Our goal is to have a number of drivers ready for assignment as soon as possible. The Agency will pay up to \$400 for each of the following milestones totaling \$2,000:

- Achievements of commercial driver license permit with proper endorsements
- Successful completion of all California Department of Education (CDE) classroom sections and required training hours
- Successful completion of ten (10) hours behind the wheel training
- Successful completion of 20 hours behind the wheel training
- Successful completion of California Highway Patrol (CHP) school bus driver certificate testing and receipt of school bus driver certificate

Interested persons should apply as soon as possible at [www.schoolbusing.org](http://www.schoolbusing.org). 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](http://www.ca.dmv.gov). Resumes, letters of recommendation, or any other supporting documentation may accompany the application.

# **WEST COUNTY TRANSPORTATION AGENCY**

## **GENERAL INFORMATION FOR EMPLOYMENT APPLICANTS**

<b>EMPLOYMENT PROCEDURES:</b>	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.
<b>DRUG TESTING:</b>	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.
<b>FINGERPRINTING:</b>	Fingerprinting is required upon employment.
<b>PHYSICAL REQUIREMENTS:</b>	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.
<b>SALARY:</b>	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.
<b>VACATION:</b>	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.
<b>SICK LEAVE:</b>	Twelve (12) days per year with no limit on accumulation; pro-rated for part-time or 10-month employees.
<b>HOLIDAYS:</b>	Twelve (12) paid holidays per year for full-time employees. Part-time or 10-month employees are eligible for paid holidays per the Collective Bargaining Agreement.
<b>INSURANCE:</b>	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.
<b>RETIREMENT PLAN:</b>	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.
<b>CREDIT UNION:</b>	Credit Union Membership is available to all employees.
<b>PAYDAY:</b>	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.
<b>UNION REPRESENTATION:</b>	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.
<b>PROBATION:</b>	All employees are subject to a 180 work day probationary period.

# WEST COUNTY TRANSPORTATION AGENCY

## **CLASS TITLE: SCHOOL BUS DRIVER**

**DEFINITION:** Under general supervision, to operate a school bus over designated routes to transport school children, to assist in the general cleaning and servicing of school buses and do related work as required.

- DUTIES:**
1. Drive a school bus daily or as assigned over designated routes in accordance with time schedules, picking up and delivering school children, and adherence to all applicable laws or procedures of the State of California or the State Department of Education.
  2. Escorts children across streets when necessary, stopping traffic as required, with care towards student safety.
  3. Transports students and teachers on special trips to various locations, choosing the best route and making departure and arrival times as scheduled.
  4. Inspects bus prior to operation as required by law for safety purposes.
  5. Maintains good order among the school children on buses and while the bus is parked at bus stops. Contacting parents, students, and administrators as required by policy to deal with all discipline problems.
  6. Follows all Agency policies regarding student control and contact with parents and citizens.
  7. Renders first aid and/or emergency assistance as needed.
  8. Maintains daily records on assigned route and bus operation.
  9. Cleans and services assigned bus as per Agency policy.
  10. Follows all associated or related Agency policy.
  11. Attends and participates in required in-service instruction.
  12. Stand-by drivers, in addition, will perform any assigned minor clerical or custodial functions when not driving.

**LICENSE:** Possession of an appropriate California Operator's License issued by the State Department of Motor Vehicles, Medical Certificates, California Special Driver Certificate valid to operate a School Bus, and a Red Cross (or other acceptable) first aid certificate, if required.

## **DESIRABLE QUALIFICATIONS**

- KNOWLEDGE OF:**
1. Safe driving practices
  2. All applicable provisions of the California Motor Vehicle Code and Education Code.
  3. All provisions of HPH 82.7, School Bus Driver's and Carrier's Handbook.
  4. All related laws and regulations regarding the safe transportation of school students.

- ABILITY TO:**
1. Drive a school bus safely and efficiently.
  2. Service, fuel, and clean a school bus.
  3. Maintain good order among children on a school bus.
  4. Understand and carry out oral and written directions.
  5. Establish and maintain cooperative working relationships with those contacted in the course of work.
  6. Read and speak English at a level required to satisfactorily perform job.

- MINIMUM QUALIFICATIONS:**
1. High School Diploma or G.E.D.

# WEST COUNTY TRANSPORTATION AGENCY

## 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.

# WEST COUNTY TRANSPORTATION AGENCY

## FACT SHEET FOR SCHOOL BUS DRIVER 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, you are guaranteed a minimum of four (4) hours per day. Extra work is available by driving field trips, and substituting on mid-day routes. 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. Starting wage is \$19.46 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. Currently certified school bus drivers who are hired, will be paid a \$500 sign-on bonus with their first payroll check and \$500 at the completion of six (6) months of employment with the Agency.
8. If you are a new trainee, the training program consists of a classroom portion for which the days and times will be set, and a behind-the-wheel program that will be scheduled individually with each trainee. The Agency will pay up to \$400 for each milestone that is met totaling \$2,000. The Agency will pay for the application for the special school bus certificate at the California Highway Patrol, which is \$67 (including fingerprint/criminal record screening). The Agency will also pay for the DMV Class B permit, which is \$73. Do not count on beginning work immediately; training generally takes two (2) or three (3) months. Trainees that are trained over the summer do not start work until the start of school in August.
9. 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:**

( ) -

**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

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

<b>PROFESSIONAL LICENSE OR MEMBERSHIP:</b>	
<b>TYPE OF LICENSE(S) HELD:</b>	
<b>OTHER PROFESSIONAL MEMBERSHIPS:</b>	

*(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.)*

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

**WORK EXPERIENCE**

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

<b>FROM/TO month/year:</b>	<b>EMPLOYER:</b>	<b>POSITION TITLE:</b>
<b>ADDRESS:</b> (Street, City, State, Zip Code):		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> ( ) -	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b>
<b>HOURS PER WEEK:</b>		<b># OF EMPLOYEES SUPERVISED:</b>

**DUTIES:**

**REASON FOR LEAVING:**

<b>FROM/TO month/year:</b>	<b>EMPLOYER:</b>	<b>POSITION TITLE:</b>
<b>ADDRESS:</b> (Street, City, State, Zip Code):		<b>COMPANY URL:</b>
<b>PHONE NUMBER:</b> ( ) -	<b>SUPERVISOR:</b>	<b>MAY WE CONTACT THIS EMPLOYER?</b>
<b>HOURS PER WEEK:</b>		<b># OF EMPLOYEES SUPERVISED:</b>

**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*