



## **WEST COUNTY TRANSPORTATION AGENCY**

**367 West Robles Avenue  
Santa Rosa, CA 95407  
(707) 206-9988**

### **ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY**

#### **SCHOOL TRANSPORTATION AIDE**

West County Transportation Agency is a Joint Powers Agreement formed of and by seventeen school districts in western Sonoma County. Our mission is to provide safe, coordinated, cost-effective and child-centered school transportation service. In addition to our member school districts we also provide field trip service to many districts in the county and vehicle maintenance service for school districts, fire districts and other public agencies.

This is a part-time position dedicated to the needs of a particular student or a number of students on a school bus route. Work will be on a split shift traveling with students to school in the morning and home after school in the afternoon. The Transportation Aide reports to the Supervisor of Special Education Transportation and Dispatch. The incumbent must be willing to work with students who have a number of abilities and/or disabilities and should hold (or be willing to attain) a current First Aid/CPR certification. The work reporting location may vary depending on the route(s) of the students and their program placement.

Starting Salary will be based on experience between \$24.12 and \$36.61 per hour with excellent health, dental, and vision benefits for the employee and dependents. The Agency pays for a \$50,000 life insurance policy for employees only, plus paid vacation time, accumulated sick leave, and CalPERS retirement package.

Interested persons must apply as soon as possible. The positions are open until filled. Applications consist of an application form, and you will need to go to the DMV website (<https://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome>) to print out a 2 year driving history. The cost is \$2 and you will need to create an online account with the DMV. Please printout the 2 year driving history. The last page of your driving history needs to state END at the bottom. Resumes and letters of recommendation or any other supporting documentation are encouraged and may accompany the application. Applicants will be subject to a pre-employment physical examination as well as a pre-employment drug test and a background check.

# **WEST COUNTY TRANSPORTATION AGENCY**

**CLASS TITLE:** Transportation Aide

**DEFINITION:**

Under general supervision, to assist in keeping good order on school buses, supervising and disciplining students or attending to the special needs of specific students or groups of students; to assist in cleaning the bus(es) and facility, attending to related clerical work or record keeping and to do other related work as required.

**DUTIES:**

1. Assist the bus driver in keeping good order among the passengers on the school bus
2. Serve the specific needs of special students with disabilities or medical conditions
3. Fulfill the needs for specific students as identified in the Individual Education Program
4. Communicate, interact, and relate well with parents, teachers, co-workers, students and the community
5. Follows all Agency policies
6. Renders first aid or emergency assistance as needed
7. Maintains daily records as required
8. Attends and participates in required in-service instruction
9. Assists in cleaning buses when required
10. Drives individual students in Agency vehicle when assigned\*

**DESIRABLE QUALIFICATIONS:**

**KNOWLEDGE OF:**

1. Modern methods of student control and discipline
2. First aid and CPR procedures
3. Basic clerical functions
4. Basic custodial functions

**ABILITY TO:**

1. Keep good order among students on a school bus
2. Understand and carry out oral and written directions
3. Establish and maintain cooperative working relationships with those contacted in the course of work
4. Read and speak English at a level required to perform job
5. Perform basic custodial and clerical functions

**MINIMUM EXPERIENCE:**

1. High School Diploma or G.E.D.

**TRANSPORTATION AIDE  
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 workday

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

**Reaching:**

Above shoulder:	Occasionally
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 yards at a time
11-25 lbs.:	Frequently: weight up to 150 feet at a time
26-75 lbs.:	Occasionally: to move children in event of emergency

**Hand Activities:**

Repetitive Hand use:	Frequently
Simple Grasping:	Frequently
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

## 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, are required 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 180 work day probationary period.

# WEST COUNTY TRANSPORTATION AGENCY

## DISASTER SERVICE WORKER

West County Transportation Agency is a local government cooperative agency (joint powers agreement) formed of and by our member school districts to provide their school transportation service.

All government employees in California are required to be disaster service workers. As a part of your hiring process, you are required to affirm an “oath of office”, part of which includes the requirement to perform services as directed during times of war or natural disaster.

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.

While performing disaster service work, you cannot be held liable for accidents and injuries that are incurred while acting within the scope of your responsibility, so long as they are not willfully harmful incidents. Also, if you are injured while performing disaster service work, the injury would be treated as any other on-the-job injury. You are paid your normal salary for such work during this time.

The responsibilities of disaster service workers and the requirement for government employees to perform such duties are contained in:

- California Government Code Section 8550-8551. This is known as the “California Emergency Services Act”.
- California Government Code Section 3100-3109. This is the requirement for the oath of office and stipulation that all public employees must take the oath and must perform disaster services as needed when directed.
- Article 20 of the California Constitution, Section 3 is the section that requires the oath of office.

**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*