

WEST COUNTY TRANSPORTATION AGENCY

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

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY CLASSIFICATION: SCHOOL BUS DRIVER

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

School bus drivers generally work 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 (180 days per year). Extra work is available by driving field trips and substituting on mid-day routes. We have regular route and stand-by positions available.

Starting salary (please contact us for current rate) per hour. Health and welfare benefits for the employee and dependents are available and are prorated for employees working less than six hours per day.

We are accepting applications for persons interested in training to become a school bus driver. The classroom portion of the training will begin soon with 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 pays a stipend of \$150 for classroom and \$150 for behind-the-wheel training for drivers who are new and going through the complete training process. The stipends will be paid once the driver is successfully licensed and hired.

We are also now accepting applications for individuals who are currently licensed as a school bus driver and who may need some upgrade training. Currently certified drivers who are hired will be paid a stipend of \$300 with their first payroll check conditioned on a minimum employment of six months with the Agency.

Interested persons should apply as soon as possible at the West County Transportation Agency facility. Applications consist of an application form. A recent copy of your 10-year (H-6) DMV print-out is mandatory. Resumes and letters of recommendation or any other supporting documentation may accompany the application.

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. West County Transportation Agency 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 in 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.

FINGERPRINTING: Fingerprinting is required upon employment.

PHYSICAL REQUIREMENTS: A physical examination and a 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.

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 days a year during the first five years of service; eighteen days a year after five years of service; and twenty-four days a year for employees over fifteen years of service, pro-rated for part-time or ten-month employees. For management and confidential employees: fifteen days a year during the first five years of service; twenty days per year after five years of service; and twenty-five days per year after eleven years of service, also pro-rated for part-time or ten-month employees.

SICK LEAVE: Twelve days per year with no limit on accumulation; pro-rated for part-time or 10-month employees.

HOLIDAYS: Twelve paid holidays per year for full-time employees. Eligible holidays for part-time or ten-month employees only.

INSURANCE: Full Health, Dental and Vision care plans are available for employee and dependents. Part-time or ten-month employees will be pro-rated. 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.

UNION REPRESENTATION: All employees except management and confidential employees are required to apply for membership with the California School Employees Association within thirty 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

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 some of our more senior drivers who work as much as eight hours per day, as a new driver you should not count on more than four hours per day, with some supplemental income provided by field trip driving. There is little work available during the summer, winter or spring vacations. WCTA employees are not eligible for unemployment benefits during the summer or other vacations when students generally do not attend school
3. Starting wage (please contact us for current rate) per hour.
4. Medical, dental and vision care plans are available for the employee and all of their dependents, but the employer payment is pro-rated for drivers working four to six hours per day. Employer fully pays for employee and dependent coverage year-round for those working six or more hours per day up to the Agency cap (currently \$650).
5. Seven percent of your wages are deducted for PERS (California Public Employees Retirement System), and the Agency makes a like contribution into your account.
6. 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. After your training and when you are licensed and hired by us, you will receive a stipend of \$300. Prior to or during the classroom portion, we will pay for the application for the special school bus certificate at the California Highway Patrol, which is \$67 (including fingerprint/criminal record screening). We will also pay for the DMV Class B permit, which is \$58. WCTA will also pay for the necessary pre-employment physical examination and the mandatory pre-employment drug screening. Training occurs over a relatively long period of time. Do not count on beginning work immediately; training generally takes about two months. Trainees that are trained over the summer do not generally work until the start of school in September.
7. Trainees will sign a contract with WCTA that, in essence, says that the trainee will work for the Agency once successful training is completed, or the trainee will pay WCTA for the training and all licensing and medical costs.

WEST COUNTY TRANSPORTATION AGENCY

CLASS TITLE: 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. Drives a school bus daily or as assigned over designated routes in accordance with time schedules, picking up and discharging 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 in 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 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 Certificate and 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 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.