

## School Bus Driver/ Student Behavioral Assistant Recruiting

- Recruiting/Screening Process
- Prior to Pre-Employment Training
- Hiring Process

Recruiting/Screening			
<b>STEP 1</b>  <i>On-Line Application</i>	An applicant must do an on-line application and complete all tasks listed in the application portfolio. <a href="https://pats.leon.k12.fl.us/pats/pats.nsf/MainWebFrameset?OpenFrameset">https://pats.leon.k12.fl.us/pats/pats.nsf/MainWebFrameset?OpenFrameset</a>  All job descriptions are made available for review by perspective hires.	<ul style="list-style-type: none"> <li>• If there is a difficulty in processing the information to complete the on-line application call the Transportation Departments, Safety Training and Recruitment Department at 850-488-2636 for assistance.</li> </ul>	<input checked="" type="checkbox"/> Recruitment opportunities are targeted through Work force, FSU, FAMU, TCC, Lively, Keiser College and school district employees looking for better career opportunities.
	<i>In the PATS program a reference can be e-mailed to a former employer or the applicant can obtain a hard copy by printing directly from the Pats Program</i>		
<b>STEP 2</b>  <i>Job Posting List</i>	Applicant will post for the -School Bus Driver -Student Behavioral Bus Assistant, or -Other Transportation position.  After submitting the application and posting for the job position the applicant's name will automatically be placed on the posting list by the Pats Program.	<ul style="list-style-type: none"> <li>• The Leon County Schools Transportation Department will download the job posting list for the position(s) available.</li> <li>• After 45 days all applicants' names are automatically dropped from the posting list.</li> </ul>	<input checked="" type="checkbox"/> Applicant's need to resubmit their application to the job posting when it is again posted in job line they are considering.
	<i>To be considered for hire an applicant must be on the posting list when the job position posting date ends.</i>		
<b>STEP 3</b>  <i>General Meeting</i>	All applicants will be called to come in for a general meeting. The meeting will address hiring criteria; -Background Check Criteria -CDL Permit requirements -Motor Vehicle Report -Medical Certification -40 Hour School Bus Driver Course -16 Hour Bus Assistant Course -Training Time -DMV CDL Test	<ul style="list-style-type: none"> <li>• Any questions or concerns will be addressed at the general meeting.</li> <li>• Applications will be reviewed to make sure that all the PATS requirements are met.</li> </ul>	<input checked="" type="checkbox"/> Applicants will sign documentation indicating that they understand all the requirements necessary.

<p><b>STEP 4</b> <i>Interview</i></p>	<p>Applicant is selected for an interview.</p> <ul style="list-style-type: none"> <li>-Questions about application will be addressed.</li> <li>-Training takes approximately two and a half (2 ½) weeks.</li> <li>-Certified DMV Motor Vehicle Records (MVR) document will be submitted to the interview committee. Cost \$16.25</li> <li>-10% reduction in pay when applicant does not have a GED or High School Diploma.</li> <li>-Applicant is not paid during training.</li> </ul>	<ul style="list-style-type: none"> <li>• An interview time and date is set up with the job applicant.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> This includes any DUI, Reckless driving charge, and history of repetitive traffic violations.</li> <li><input checked="" type="checkbox"/> Applicant will have the opportunity to communicate their abilities, attitude and willingness to be part of a service oriented team.</li> </ul>
<p><b>STEP 5</b> <i>Selection to Hire</i></p>	<p>Applicants are selected by the interview committee.</p> <p>Applicant is sent to the Leon County School Districts Fingerprinting Office, in the Safety and Security Department.</p> <p>-A district Background Check and Fingerprinting Form will be given to the applicant by the Safety Training and Recruitment Department.</p>	<ul style="list-style-type: none"> <li>• Applicant will take (<i>Background Check Form</i>) plus \$95.00 in a money order or credit card to the Leon County Safety and Security (Fingerprinting) Department.</li> <li>• FBI/FDLE documentation will be sent to the Transportation Department.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> If the background check has identified the applicant, the applicant will be given an opportunity to provide documentation that can prove the dismissal of the infraction (CBC) a disposed criminal offence. Information for the Criminal Background Committee will be provided to the proposed applicant by the Safety and Security Department.</li> <li><input checked="" type="checkbox"/> Applicant is responsible for all required documentation in the hiring process.</li> </ul>

**START Hiring Process**  
**Prior to Training**

<p><b>Category A</b></p>	<p>New applicant has a CDL class A or B License with a (P) and (S) endorsement and, a Florida Department of Education <b>40 hour School Bus Driver Certificate with-in the last 12 months.</b></p> <p>Applicant does not fall under the Florida Administrative Rules since they have a 40 hour Florida School Bus Transportation Certificate and have driven a school bus with-in the last 12 months.</p>	<p><i>Applicants fall in one of the following three categories. Category A, B, or C.</i></p> <ul style="list-style-type: none"> <li>• A Fast Track Applicant <b>does not need to participate in the 40 hour course.</b></li> <li>• A Fast Track Applicant will do a minimum of 8 hour behind the wheel Training.</li> </ul>	<p>Start at <b>Pre-Employment Testing</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> STEP 7 Drug and Alcohol Testing</li> <li><input checked="" type="checkbox"/> STEP 8 DOE Medical Report <i>then</i></li> </ul> <p>Go to the <b>Employment Process.</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Step 1</li> <li><input checked="" type="checkbox"/> Step 2</li> <li><input checked="" type="checkbox"/> Step 3</li> </ul>
--------------------------	---	---	---

<p><b>Category B</b></p>	<p>New applicant has a CDL Class A or B License, however, does not have the required (P) and/or (S) endorsements.</p>	<ul style="list-style-type: none"> <li>• Applicant will need to study and take the appropriate DMV endorsement tests (P) (S)</li> <li>• CDL Permit Tests             <ul style="list-style-type: none"> <li>-Transporting Passengers</li> <li>-School Bus</li> </ul> </li> <li>• Driver Recruiter/Trainer will schedule for the 40 hour Florida DOE School Bus Driver Training Course</li> <li>• After completion of the 40 hour class, the Driver Trainer/Recruiter will schedule a DHSMV CDL Exam, which is mandated through the Florida Statutes for all CDL License holders that are training to be a school bus driver.</li> </ul>	<p>Start at <b>Pre-Employment Testing</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> STEP 6 Possession of a CDL Permit for missing endorsement(s).</li> <li><input checked="" type="checkbox"/> STEP 7 Drug and Alcohol Testing</li> <li><input checked="" type="checkbox"/> STEP 8 DOE Medical Report <i>then</i></li> <li><input checked="" type="checkbox"/> STEP 9 DOE 40 Hour Curriculum</li> <li><input checked="" type="checkbox"/> STEP 10 Successfully pass the DMV CDL Three Part Test</li> </ul> <p>Go to the <b>Employment Process.</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Step 1</li> <li><input checked="" type="checkbox"/> Step 2</li> <li><input checked="" type="checkbox"/> Step 3</li> </ul>
<p><i>Applicant will need to complete the required Department of Highway Safety and Motor Vehicle multiple choice tests for a CDL Class B (P) and the (S) endorsement. The trainee will submit a CDL Permit to the driver trainer before starting the DOE School Bus Driver Course.</i></p>			
<p><b>Category C</b></p>	<p>New applicant has a Florida Class E License</p>	<ul style="list-style-type: none"> <li>• All tests are <b>free</b> the first time; however, there is a \$16.25 fee for every test the trainee retakes.</li> <li>• CDL Permit Tests             <ul style="list-style-type: none"> <li>-General Knowledge</li> <li>-Transporting Passengers</li> <li>-Air Brakes</li> <li>-School Bus</li> </ul> </li> <li>• Driver Recruiter/Trainer will schedule for the 40 hour Florida DOE School Bus Driver Training Course</li> <li>• After completion of the 40 hour class, the Driver Trainer/Recruiter will schedule a DHSMV CDL Exam, which is mandated through the Florida Statutes for all CDL License holders that are training to be a school bus driver.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Workshops are offered to help applicants through the CDL Permit Tests. These workshops have proven to be helpful and can take away the possible fear that many have in test taking.</li> <li><input checked="" type="checkbox"/> An In-House CDL Permit Manual is available with the needed chapters for the CDL Permit Tests with extra tests so the applicant can test him or herself and monitor their progress.</li> </ul> <p>Start at <b>Pre-Employment Testing</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> STEP 6 Possession of a CDL Permit</li> <li><input checked="" type="checkbox"/> STEP 7 Drug and Alcohol Testing</li> <li><input checked="" type="checkbox"/> STEP 8 DOE Medical Report <i>then</i></li> <li><input checked="" type="checkbox"/> STEP 9 DOE 40 Hour Curriculum</li> <li><input checked="" type="checkbox"/> STEP 10 Successfully pass the DMV CDL Three Part Test</li> </ul> <p>Go to the <b>Employment Process.</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Step 1</li> <li><input checked="" type="checkbox"/> Step 2</li> <li><input checked="" type="checkbox"/> Step 3</li> </ul>

Pre-Employment Training			
<b>STEP 6</b>	Driver Recruiter/Trainer will register the new applicant for the Department of Education School Bus Driver Training class.	<ul style="list-style-type: none"> <li>Applicant will need to have in their possession a <b>CDL Permit</b></li> </ul>	<input checked="" type="checkbox"/> All trainees will be pre-registered for the Third party CDL Exam by the Safety Training /Recruitment Department to avoid scheduling difficulties.
<b>STEP 7</b> <i>Will immediately be initiated</i>	Pre -Employment Drug and Alcohol Testing	<ul style="list-style-type: none"> <li>Scheduled by Driver Recruiter/Trainer with Leon County Human Resources and Employee Relations Department</li> </ul>	<input checked="" type="checkbox"/> Trainees are required to undergo drug and alcohol testing before they are hired. In the transportation department, the applicant will be drug tested before they train on a school bus.  <i>The School Bus Driver position is a safety sensitive position and is subject to random and reasonable suspicion drug testing.</i>
<b>STEP 8</b> <i>Will immediately be initiated</i>	Florida Department of Education School Bus Driver Medical Record Examination	<ul style="list-style-type: none"> <li>Scheduled and completed paperwork by Driver Recruiter/Trainer</li> </ul>	<input checked="" type="checkbox"/> All school bus drivers and student behavior assistants must complete a DOE School Bus Driver Physical, prior employment. All school bus driver applicants and student behavioral assistant applicants must complete a physical, which documents that the applicant's functions are not impaired in any way that would reduce the applicant's effectiveness as a school bus driver or a student behavior assistant. <input checked="" type="checkbox"/> All State of Florida School Bus Drivers must complete a physical each school year.
<b>STEP 9</b>	40 Hour Florida Department of Education School Bus Driver Training Course Certificate  Attend scheduled date and time of Third Party Exam/pass/ obtain DMV Third Party CDL Exam affidavit of completion necessary for the issuance of a Florida CDL	<ul style="list-style-type: none"> <li>Successful Completion of the 40 hour Department of Education School Bus Driver Curriculum</li> <li>All knowledge necessary to successfully pass the DMV Third party CDL Exam</li> </ul>	<input checked="" type="checkbox"/> Approximately 20 hours of class room curriculum and 20 or more hours of driver training. <input checked="" type="checkbox"/> Complete the training for the CDL Pre-Trip Under the Hood Inspection CDL Obstacle Course CDL Road Test "Behind the Wheel"

		<p><i>While a new hire is processed for employment, a Transportation Handbook is provided to the new trainee, this enables the proposed employee to view specific information and departmental policies and procedures. However, at this time the new trainee is not given various district information pertaining to benefits and/or employee policies and procedures.</i></p>	
<p><b>STEP 10</b></p>	<p>Successfully pass the DMV Third Party CDL Exam to obtain a Florida CDL class B (P) (S) License</p>	<p>Florida Department of Highway Safety and Motor Vehicles will need</p> <ul style="list-style-type: none"> <li>• DHSMV CDL Waiver (Affidavit of Third party testing)</li> <li>• DOE School Bus Medical Report</li> <li>• Letter of intent to hire for a public school. (LCS Stationary)</li> </ul>	<p><input checked="" type="checkbox"/> Cost for new CDL License will be approximately \$87.00 or more, depending if a CDL driver had previous endorsements on their CDL.</p>

<b>Employment Process</b>			
<b>STEP 1</b>	Trainee is sent to the Senior Account Clerk for hire.	Completed documentation provided <ul style="list-style-type: none"> <li>• Photo copy of Florida CDL class B (P) (S)</li> <li>• Social Security Card</li> <li>• FBI/FDLE Clearance</li> <li>• Drug and Alcohol documentation</li> <li>• Entire MVR</li> <li>• Florida DOE Medical Record Examination</li> <li>• 40 hour School Bus Training Certificate</li> </ul>	<input checked="" type="checkbox"/> <i>Employment is contingent upon completion of the applicant's application and all requirements according to the districts hiring process.</i> <input checked="" type="checkbox"/> <i>The Safety Training /Recruitment Department will remind the trainee of all the required documentation.</i>
<b>STEP 2</b>	New employee is sent to a compound to meet with the compound supervisor. -The driver will meet their Lead Worker. -View the school bus route that the compound supervisor has selected.		
<b>STEP 3</b>	The new employee will start the mentoring process at the compound.		

