

## School Bus Driver/ Student Behavioral Assistant Recruiting

- Recruiting Process
- Interview Process
- Prior to Pre-Employment Documentation
- Hiring Process

Recruiting/Interviewing			
<b>STEP 1</b> <i>On-Line Application</i>	<p>An applicant must do an on-line application and complete all tasks listed in the application portfolio.</p> <p><a href="https://pats.leon.k12.fl.us/">https://pats.leon.k12.fl.us/</a></p> <p>All job descriptions are made available for review by perspective hires.</p>	<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> <li>• Leon County Schools Employment Reference or Pats program e-reference must be done to place application in Direct Qualified status.</li> </ul>	<input checked="" type="checkbox"/> Recruitment opportunities are targeted through Work force, FSU, FAMU, TCC, Lively, 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 (Forms).</i>			
<b>STEP 2</b> <i>Job Posting List</i>	<p>Applicant will post for the</p> <ul style="list-style-type: none"> <li>-School Bus Driver</li> <li>-Student Behavioral Bus Assistant</li> </ul> <p>After submitting, the application and posting for the job position the applicant's name is automatically placed on the posting list by the LCS Pats Program.</p>	<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 posted again in the job classification 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>Interview</i>	<p>Applicant is selected for an interview. An interview time and date is set up with the job applicant</p> <ul style="list-style-type: none"> <li>-Questions about the application are addressed.</li> <li>-Certified DMV Motor Vehicle Records (MVR) document to be submitted.</li> </ul>	<p>The applicant is not paid during the time he/she is presented with all the information and material to successfully pass a Florida CDL Test.</p> <p>This should take approximately two (2) weeks.</p>	<input checked="" type="checkbox"/> This includes any DUI, Reckless driving charge, and history of repetitive traffic violations.  <input checked="" type="checkbox"/> Applicant will have the opportunity to communicate their abilities, attitude and willingness to be part of a service oriented team.
<b>STEP 4</b> <i>Selection to Hire</i>	<p>The interview committee selects applicants.</p>	<ul style="list-style-type: none"> <li>• All selected applicants are called to come in for a <b>General Meeting</b>.</li> </ul>	<input checked="" type="checkbox"/> Applications are reviewed to make sure that all the PATS requirements are met.

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<p><b>STEP 5</b> <i>General Meeting</i></p>	<p>The meeting will address hiring criteria;</p> <ul style="list-style-type: none"> <li>• Background Check Criteria</li> <li>• CDL Permit requirements</li> <li>• Motor Vehicle Report</li> <li>• Medical Certification</li> <li>• Preparation Time explained</li> <li>• DMV CDL Test</li> </ul> <p>-A district Background Check and Fingerprinting Form is given to the applicant by the Safety Training and Recruitment Department. -The applicant is not paid during the time he/she is presented all the information and material to successfully pass a Florida CDL Test.</p>	<ul style="list-style-type: none"> <li>• Any questions or concerns are addressed at the General Meeting.</li> <li>• Applicant will take (<i>Background Check Form</i>) plus \$95.00 in a money order or Visa/MasterCard credit card to the Leon County Safety and Security Fingerprinting Department.</li> </ul> <p>FBI/FDLE Clearance Documentation is sent to the Transportation Department.</p> <p>This should take approximately two (2) weeks.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Applicants will sign documentation indicating that they understand all the requirements necessary. <b>Workshop Documentation</b></li> <li><input checked="" type="checkbox"/> If the background check has identified the applicant, the applicant is 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 is 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> <li><input checked="" type="checkbox"/> Applicant will make sure there is a current LCS work reference downloaded or e-referenced into the application.</li> </ul>
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*CDL Permit Workshop* Workshops are offered to help applicants take the CDL Permit Tests. An In-House CDL Permit Manual is available with the needed chapters for the DL Permit Tests with extra tests so the applicants can test themselves and monitor their progress.

**START Hiring Process** Applicants fall in one of the following three categories. Category A, B, or C.

**Prior to Training**

<p><b>Category A</b></p>	<p><b>New applicant has a CDL class A or B License with a (P) and (S) endorsement and,</b></p> <p><i>Applicant does not fall under the Florida Administrative Rules, since; they have proof of training equaling 40 hours of the Florida School Bus Driver Course and have driven a school bus with-in the last 12 months.</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 Refresher Training.</li> </ul>	<p>Go to the <b>Employment Process</b> Verification of CDL A or B (P)(S)</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> <li><input checked="" type="checkbox"/> Step 4</li> <li><input checked="" type="checkbox"/> Step 5 Background Check <b>Clear</b> Start at <b>Pre-Employment Testing</b></li> <li><input checked="" type="checkbox"/> Step 7 Drug and Alcohol Testing</li> <li><input checked="" type="checkbox"/> Step 8 DOT Medical Report then</li> <li><input checked="" type="checkbox"/> Step 10 Hire</li> <li><input checked="" type="checkbox"/> Refresher Driver Training</li> </ul>
<p><b>Category B</b></p>	<p><b>New applicant has a CDL Class A or B License, however, does not have the required (P) and/or (S) endorsements.</b></p> <p><i>Applicant will need to study and take the appropriate DMV endorsement tests for (P) and /or (S)</i></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</li> <li>- Transporting Passengers</li> <li>- School Bus</li> <li>• Driver Trainer/Recruiter will schedule a DHSMV CDL Test Exam.</li> <li>• Driver successfully passes the Florida CDL 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> <li><input checked="" type="checkbox"/> Step 4</li> <li><input checked="" type="checkbox"/> Step 5 Background Check <b>Clear</b></li> <li><input checked="" type="checkbox"/> Step 6 Training Documentation Possession of a CDL Permit for (P) and/or(S) endorsements. Start at <b>Pre-Employment Testing</b></li> <li><input checked="" type="checkbox"/> Step 7 Drug and Alcohol Testing</li> <li><input checked="" type="checkbox"/> Step 8 DOT Medical Report <i>then</i></li> </ul>

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		<ul style="list-style-type: none"> <li>Driver Recruiter/Trainer will schedule for the 40 hour Florida DOE School Bus Driver Training Course</li> </ul>	<input checked="" type="checkbox"/> Step 9 Successfully pass the DMV CDL Third Party Test <input checked="" type="checkbox"/> Step 10 Hire <input checked="" type="checkbox"/> DOE 40 Hour School Bus Driver Curriculum
		<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>	
<b>Category C</b>	<b>New applicant has a Florida Class E License</b>	<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 Trainer/Recruiter will schedule a DHSMV CDL Test Exam.</li> <li>Driver successfully passes the Florida CDL Test.</li> <li>Driver Recruiter/Trainer will schedule for the 40 hour Florida DOE School Bus Driver Training Course</li> </ul>	Go to the <b>Employment Process.</b> <input checked="" type="checkbox"/> Step 1 <input checked="" type="checkbox"/> Step 2 <input checked="" type="checkbox"/> Step 3 <input checked="" type="checkbox"/> Step 4 <input checked="" type="checkbox"/> Step 5 Background Check <b>Clear</b> <input checked="" type="checkbox"/> Step 6 Training Documentation Possession of a CDL Permit with (P) and(S) endorsements. Start at <b>Pre-Employment Testing</b> <input checked="" type="checkbox"/> Step 7 Drug and Alcohol Testing <input checked="" type="checkbox"/> Step 8 DOT Medical Report <i>then</i> <input checked="" type="checkbox"/> Step 9 Successfully pass the DMV CDL Third Party Test <input checked="" type="checkbox"/> Step 10 Hire <input checked="" type="checkbox"/> DOE 40 Hour School Bus Driver Curriculum
<b>Pre-Employment</b>			
<b>STEP 6</b>	Driver Recruiter/Trainer will register the new applicant for the CDL Test Workshop <b>Workshop Documentation</b>	<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 by their CDL Permit date to avoid scheduling difficulties.
<b>STEP 7</b>	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.
		<i>The School Bus Driver position is a safety sensitive position and is subject to pre-employment, random, post accident and reasonable suspicion drug testing.</i>	
<b>STEP 8</b>	Department of Transportation 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 must complete a DOT Medical Exam, prior employment, which documents that the applicant's functions are not impaired in any way that would reduce the applicant's effectiveness to operate a school bus. <input checked="" type="checkbox"/> All State of Florida School Bus Drivers must complete a physical a minimum of every two (2) years.

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<b>STEP 9</b>	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	Florida Department of Highway Safety and Motor Vehicles will need <ul style="list-style-type: none"> <li>• DHSMV CDL Waiver (Affidavit of Third party testing)</li> <li>• DOT Medical Card</li> <li>• Letter of intent to hire for a public school.(LCS Stationary)</li> </ul>	<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.
<b>STEP 10</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 DOT Medical Record Examination</li> </ul>	<input checked="" type="checkbox"/> Employment is contingent upon completion of the applicant's application and all requirements according to the districts hiring process. <input checked="" type="checkbox"/> The Safety Training /Recruitment Department will remind the trainee of all the required documentation.
<b>STEP 11</b>	40 Hour Florida Department of Education School Bus Driver Training Course Certificate	<ul style="list-style-type: none"> <li>• Successful Completion of the 40 hour Department of Education School Bus Driver Curriculum</li> </ul>	<input checked="" type="checkbox"/> Approximately 20 hours of class room curriculum and 20 hours of driver training/observation.
<b>STEP 12</b>	New bus driver 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. The new employee will start the mentoring process at the compound.		
<b>Hire Process for School Bus Assistant</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 Drivers License</li> <li>• Social Security Card</li> </ul> Employment is contingent upon completion of the applicant's application and all requirements according to the districts hiring process. The Safety Training /Recruitment Department will remind the trainee of all the required documentation.	Go to the <b>Employment Process.</b> <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> <li><input checked="" type="checkbox"/> Step 4</li> <li><input checked="" type="checkbox"/> Step 5 Background Check <b>Clear</b></li> </ul>
<i>Training - New Bus Assistant participates in the Bus Assistant Modules and Unit 11 DOE Special Needs</i>			
<b>STEP 2</b>	New bus assistant is sent to a compound to meet with the compound supervisor. -The bus assistant will meet their Lead Worker. -Meet with their bus driver and the compound supervisor.		
<b>STEP 3</b>	The new employee will start the mentoring process at the compound.		