

Leon County Schools School Bus Driver Training Program General Meeting Form

It is important that training applicants are given the opportunity to succeed while training and preparing for their new job. School Bus Driver/Assistant Training Classes are conducted on a time schedule basis.

Training participants:

- *Must be punctual.*
Trainees are expected to call, if they are running late. (After three (3) situations of tardiness, the trainee will need to make arrangements to start a new class)
- *Are expected to dress appropriately and be aware of their hygiene for training.*
- *Will not bring children or guests to class.*
- *Will turn off all cell phones and no texting. (Cell phones should be placed on vibrate)*
- *Will respect one another.*
- *Will not engage in horseplay.*
- *Understand that training is unpaid.*

Please Print:
NAME:

	<i>Last</i>	<i>First</i>	<i>Middle</i>
Address: _____	<i>Street</i>	<i>Route or Box #</i>	
	<i>City</i>	<i>State</i>	<i>Zip code</i>
Home Phone: _____	Date of Birth: _____		
Emergency Phone: _____		Cell Phone: _____	
FDL#: _____	Endorsements: _____	SS#: _____	
<input type="checkbox"/> Class E <input type="checkbox"/> Class B <input type="checkbox"/> Class A			

CDL Permit Yes Date received _____ if, No *CDL Permit is required to start the DOE Schools Bus Driver Curriculum and Behind the Wheel Training Class. Please keep training staff informed of your status in obtaining the CDL Permit.*

School Bus Driver/Assistant Training Program will include the following areas;

- Safely operate different conventional (65 passenger) school buses. Transit training to be completed after initial hiring.
- Understand the mandated pre-trip and post trip-check, and the in-between check (AM and PM).
- Know and understand relevant laws, rules of the road and the school districts policies pertaining to employment.
- Handle different emergency situations.
- Safely load and unload students.
- Encourage and enforce the orderly conduct of students and handle incidents of student's misconduct appropriately.
- Understand issues related to students with exceptionalities and disabilities.
- Understand the evacuation process for each type of bus.
- Understand the physical and mental challenges that are involved with job – performance and responsibilities.
- Cooperation with compound staff, school staff and parents.

This is an agreement with the Leon County Schools Transportation Department and _____
Print Trainee Name

A prospective transportation employee for hire must meet all the qualifications and requirements of the Florida Department of Education and Leon County District School Board.

These requirements include:

- One reference on file, approved five (5) year work history. *Jobs with the Leon County School District involve contact with our student population. You must complete all application questions to help the district evaluate your suitability to work with students. All applicants for employment are expected to provide us with this information. It is the trainee's responsibility to make sure that all application requirements are met.*
- Have a high school diploma or equivalent.
- Have a minimum of five (5) years driving experience, as a licensed driver.
- Have the ability to read, speak and prepare required written reports in English and understand policies and procedures.
- Have a good driving record and provide our department with an entire history-Department of Highway Safety and Motor Vehicle Report (MVR). *These guidelines are used to prevent the hiring of a driver with a poor driving record for a position where driving a district vehicle is a part of their job duty. Certain things disqualify a trainee from obtaining their CDL. Disqualification includes receiving a traffic violation while in training. An applicant who will drive a district-owned vehicle will not be hired if his or her driving record reflects any of the following:*
 - *More than seven (7) points within the last three years.*
 - *Driving under the influence of alcohol and/or drugs, and with an unlawful blood alcohol level.*
 - *Leaving the scene of an accident.*
 - *A pattern of unsafe driving.*

- The Transportation Department will issue the form for a FBI and FDLE approved background clearance, *pursuant to Sections 1012.32 and 1012.465, FS. Any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination of employment regardless of when the misrepresentation or omission is discovered. The conviction of a crime is not an automatic bar to employment. The School District will consider the nature of the conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct and the relationship between the offense and alleged conduct.* Fingerprints will be done within three days after receiving the form.
- Driver applicants have or will obtain a valid Commercial Drivers' License (CDL) with passenger (P) and school bus (S) endorsement.
 - In order to meet the requirements for a Commercial Drivers License in the State of Florida, a trainee will need to successfully complete the following;
 - General Knowledge Written Exam
 - Passenger Endorsement Exam
 - Air Brakes Written Exam
 - School Bus Endorsement Exam
 - The CDL permit must be completed and submitted with-in the first day of training class.

In addition to the written exams you will be required to successfully complete a Commercial Drivers License Skills Test. This DMV test will consist of the following:

- Interior/Exterior/Under the Hood Pre-Trip Inspection
- Basic control Skills Test/Obstacle Course
- On the Road Driving Test

Leon County Schools Transportation Department will provide assistance in attaining the Florida CDL License, if applicant does not have a CDL License with a (P)(S). All costs incurred for permit tests and the upgrade to the CDL License is the responsibility of the trainee.

- Satisfactorily complete the State of Florida required 40+-hour, *pre-service* School Bus Driver Training Course *including 20+ hours of classroom instruction and 20+ hours behind the wheel instruction* for new certification and *8+ hours of behind the wheel instruction* for re-newel certification.
- If a driver applicant already has a CDL, however, does not have a (P) and/or (S) endorsement, the applicant will need to complete the written endorsement exams and be issued a CDL Permit. The CDL driver will need to re-do the CDL test at no cost to the trainee.
 - Interior/Exterior/Under the Hood Pre-Trip Inspection
 - Basic Control Skills Test/Obstacle Course
 - On the Road Driving Test

If the trainee does not have a CDL License, the Leon County School Transportation Department will make arrangements for the trainee to take their DHMV CDL Test at no cost to the trainee.

- The Transportation Department will issue the CDL School Bus Driver Medical Physical Form to the trainee. Trainee must satisfactorily complete the State of Florida, Department of Education required school bus driver physical examination administered by a physician designated by the School Board, as well as pass the required dexterity test administered by the Leon County Schools Transportation Department, *(Dexterity test administered only after passing the physician's examination).*
- School bus trainees are on probation during this training time and are expected to participate in a series of training, which include, testing, performance evaluations, and safety observation. In order to continue in the employment process with the Leon County Schools Transportation Department, all trainees must take part in training exercises, pass exams, and evaluations. If trainee is not able to meet the demands of the training schedule, trainee will need to make other arrangements.
- Potential employee understands that there will be ongoing mandatory training through-out the transportation employee's career.
- Starting pay \$10.50
- All employees are in probationary status for a period of six (6) months. A probationary employee may be dismissed from a position at any time without a showing of just cause.
- Summer work not guaranteed.
- The district has three (3) compounds. The employee will be sent to the compound that is in need of drivers/assistants.

Date: _____

You have been provided detailed answers to critical hiring and training requirement questions.

I, _____ understand the above mentioned and that I will be disqualified for consideration for employment if I am unable to meet the requirements for the areas listed and pre-requisites of my employment process.

Trainer Signature

Date