

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

699 Old Orchard Drive, Danville, CA 94526

(925) 552-2953 * FAX (925) 552-5091 * [www.srvusd.net/Human Resources](http://www.srvusd.net/Human_Resources)

Human Resources and Employee Relations

**APPLICATION PROCESS – BUS DRIVERS
(including substitute positions)**

Learn about open regular positions over the phone, on the internet, or in person:

Call the Job Hot Line at (925) 552-5046.

Check the open positions and the “Hot Jobs” on the Internet:

Our website address is [http://www.srvusd.net/Human Resources](http://www.srvusd.net/Human_Resources). This will take you to the Human Resources Page. You can access the latest postings, application forms, position descriptions, and other information. You will need *Adobe Acrobat Reader* (free download available on the Human Resources page) to read and print the PDF formatted documents.

Check the postings and obtain position descriptions in the District Office at 699 Old Orchard Drive, Danville, (off Sycamore Valley Road East). We are open M-F 8:00 AM to 4:30 PM. Open positions are also posted at the school sites and at the Service Center (3280 East Crow Canyon Road, San Ramon.)

Note: The number of hours available for a regular classified position is the exact number of hours posted.

To apply, complete the application materials (available at the District Office or on the website). All application materials must be submitted to the HR Department. They may not be submitted at school sites or other district offices.

Complete and submit these materials one time:

- a. Classified Employment Application - complete all 4 pages, fill in all the blanks and answer all of the questions, sign the last page, attach resume if desired.
- b. Attach an **original 10 year DMV H-6 Driving History** printout (\$5 to DMV paid by applicant) to the application.
- c. Applicant Tracking Information Form (voluntary)

Complete and submit one form for each position in which you are interested:

- a) Position Interest Form (pink) - Classified, **for External Candidates or Classified Substitutes in the District**
- b) Application for Transfer or Promotion (yellow) **-for Current San Ramon Valley Unified School District Regular Classified Employees only**

The Classified HR Department will screen the applications for substitute bus driver/bus driver trainee and forward those meeting the minimum qualifications to the Transportation Department. The Director of Transportation will interview candidates and notify Classified HR in writing if a candidate is referred for employment as a substitute or trainee. Applicants applying for posted regular bus driver positions in the District will be screened and processed in accordance with the SRVUSD Classified Employment and Interview Process.

POST-OFFER EMPLOYMENT PROCESS – BUS DRIVERS
(including substitute positions)

After a job offer has been made, and prior to starting employment, all prospective employees must:

- a) Meet with a member of the Classified Human Resources Staff to review employment paperwork and drug screen information, and complete the District Livescan fingerprint form. The District pays for this Livescan **if done at Martinez CCC Sheriff Department or Contra Costa County Office of Education.**
- b) Meet with the Bus Driver/Trainer in Transportation to set up the CHP interview - usually held Thursdays at 9:00 AM. CHP (5001 Blum Road, Pacheco) will charge the applicant to process them for a School Bus Driver Certificate. The CHP will also provide a Livescan fingerprint form. CHP fees and the fingerprinting fees for the CHP Livescan are the responsibility of the applicant, not the District.
- c) Make an appointment for both the District and CHP Livescan fingerprints. The results of the DOJ and FBI background checks will be emailed to the District and to the CHP. Return the 2nd page of the District Livescan form to HR, and the 2nd page of the CHP Livescan form to the CHP.
- d) Provide TB clearance to the District. This must be either a negative PPD (intra-dermal) test or a negative chest x-ray dated no more than 60 days prior to hire.
- e) Take the District form and a photo ID to the Amador Valley Medical Center for the pre-employment drug screen. Results will be sent to HR.
- f) Complete the "Release & Documentation of Testing Information by Previous Employer" form for each employer for whom you have driven within the previous 2 years.
- g) Return all completed employment paperwork to HR. Provide identification as required on the Employment Eligibility Verification (I-9) form.

HUMAN RESOURCES WILL NOTIFY THE DIRECTOR OF TRANSPORTATION AND THE PROSPECTIVE EMPLOYEE WHEN THE INITIAL EMPLOYMENT PROCESS IS COMPLETE. NO ONE MAY BEGIN WORKING FOR THE DISTRICT WITHOUT THIS PRIOR APPROVAL FROM HUMAN RESOURCES. Transportation will schedule paid training with the new employee and notify HR of the employment start date. New employees must attend a New Employee Orientation at the District Office within 1 month of their start date.

The Bus Driver/Trainer will schedule the following:

- a) Ride-alongs on the scheduled routes.
- b) Minimum of 20 (usually 25 - 30) hours of paid mandatory classroom training on school bus rules and regulations. [Self-study materials (unpaid time) on First Aid and commercial driving, and practice tests for the Commercial Driver's License Testing (Commercial License Fee paid by applicant), are also provided.]
- c) DOT physical (no cost if done by District-referred doctor).
- d) CHP written tests (taken after the classroom training), including First Aid. First Aid testing may be waived if applicant possesses a valid First Aid card.
- e) Minimum of 20 (usually 25 – 30) hours of paid behind-the-wheel training on various equipment.
- f) CHP School Bus Driving Test. Successful completion earns a Temporary School Bus Driver Certificate which is presented to DMV to process the Commercial Driver's License and Permanent School Bus Driver Certificate with the DMV driving test waived.

The employment process as a new bus driver (regular or substitute) is not final until the training and licensure has been successfully completed. New regular employees are in probationary status for 6 months (130 days in full pay status). During the 6-month probationary period, they may be released without cause. Substitute drivers and trainees are on-call as needed, with no guarantee of hours and no rights to a regular position.

PLEASE NOTE:

Permanent positions are filled in accordance with bargaining unit agreements. Regular District employees are given first consideration. We do not maintain eligibility lists.

THE SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER