

**SCHOOL BUS DRIVER TRAINEE ORIENTATION
INFORMATION HANDOUT #3**

COMMERCIAL DRIVER'S LICENSE (CDL) EXAM PREPARATION COURSE

1. All school bus drivers must hold a Class A or Class B CDL with a Passenger Transport Endorsement. If you do not currently have this license, you must obtain a CDL LEARNER'S PERMIT, before you start our training class. In order to obtain this CDL Learner's Permit with a Passenger Transport Endorsement, you must take and pass the following written examinations:
 - A. General Knowledge (50 questions)
 - B. Air Brakes (25 questions)
 - C. Passenger Transport (20 questions)
 - D. School Bus endorsement (20 questions)
2. If you have a Class A or Class B CDL, but the license does not include a Passenger Transport Endorsement, or school bus endorsement you also must get the CDL LEARNER'S PERMIT before you start our class. You must take and pass only the test on Passenger Transport in order to get the CDL Learner's Permit.
3. If you have not taken and passed the required written examinations, we offer a CDL Exam Preparation Course which you can take. The CDL Exam Preparation Course is an optional course. You do not have to attend it. However, we strongly recommend that you attend this course if you have not passed the CDL examinations, as doing so will significantly increase your chances of passing the tests.

Our CDL Exam Preparation Course is held over two (2) days. You will receive two (2) days of instruction to prepare you for the CDL exams.
4. Remember, you must have a Class A or Class B CDL with a Passenger Transport Endorsement, or a CDL Learner's Permit, in order to start our training program. It is your responsibility to obtain the proper license/permit!

**SCHOOL BUS DRIVER TRAINEE ORIENTATION
INFORMATION HANDOUT #4**

SCHOOL BUS DRIVER TRAINING COURSE

1. Each class includes approximately ten (10) days of classroom instruction and on-the-road training.
 - A. Classroom instruction covers the following topics:
 - School Bus Operator Role and Responsibilities
 - Becoming Familiar with the School Bus Vehicle
 - School Bus Vehicle Inspections
 - School Bus Vehicle Operations
 - School Bus Traffic Control Devices
 - School Bus Critical Situations
 - Loading and Unloading School Bus Passengers
 - School Bus Accident Procedures
 - First Aid Training For the School Bus Operator
 - School Bus Passenger Management
 - Students with Special Needs
 - School Bus Passenger Field and Activity Trips
 - School Bus Driver Behind-The-Wheel Training
 - Commercial Driver License Pre-Trip Inspection
 - B. On-the-road driving:

Trainees will learn to operate the bus while driving over predesignated training routes. Each training route is designed to be more difficult than the one preceding it. Trainees must successfully operate over all training routes in order to complete the class.
2. In order to pass this course and become a M-DCPS bus driver students must:
 - A. Obtain a score of at least 70 on all written exams, and
 - B. Maintain a rating of satisfactory on all areas covered during on-the-road training.
3. Class Attendance Policy: Trainees are expected to attend all classes, and to report for class on time. Lateness will not be tolerated. Any trainee reporting for training after the scheduled start of class will be dismissed for the day, unless prior permission to be late was obtained from the Transportation Training Manager (Ms. Betty Harrell).

Due to the limited amount of time (10 days) available for class, it is extremely important that trainees attend all classes, each and everyday. Missing even one day of class will cause a trainee to fall significantly behind in the training program. Therefore, any person who misses any class may be dismissed from that training class. The bottom line is that you need to make the commitment to be in class, every day, all day!

**SCHOOL BUS DRIVER TRAINEE ORIENTATION
INFORMATION HANDOUT # 5**

**ANSWERS TO COMMONLY ASKED QUESTIONS
CONCERNING THE POSITION OF SCHOOL BUS DRIVER**

Q: What is the pay for this position?

A: New school bus drivers are hired as **part-time** drivers. Starting pay for part-time drivers is currently \$11.41 per hour (no benefits included).

Q: How long will it take for me to get appointed to a position as a full-time school bus driver?

A: The length of time it takes for a part-time school bus driver to get an appointment to a full time position depends on several factors. The largest number of full-time positions are usually available in late August, just before the start of school. A smaller number of full-time positions are usually available throughout the rest of the year, as people are promoted, retire, resign, or are terminated from employment. Full-time School Bus Drivers are guaranteed 6 hours a day.

Open positions are filled as soon as possible and appointments are made based on seniority. Thus, a person who started working as a part-time driver in February would (as a general rule) be appointed to a full-time position before someone who began working in April.

Q: Once I get an appointment to a full-time position, what benefits will I receive?

A: Miami-Dade County Public Schools will provide the following benefits:

1. Medical Insurance (employee only)
2. Life Insurance (amount equal to your annual salary)
3. VISTA - flexible benefits plan that permits you to choose among fourteen (14) additional benefits such as dental insurance, vision care insurance, a legal assistance plan, hospital income protection, disability insurance, a dependent medical premium off-set plan, etc.

Benefits are provided only for you, the employee. You may elect to cover members of your family, but you must pay for this coverage (through payroll deduction).

Q: Will I get vacation time?

A: No. Under the terms of the contract between M-DCPS and AFSCME, school bus drivers DO NOT get paid vacation time.

Q: Will I get sick leave?

A: Part-time school bus drivers DO NOT receive sick leave. Full-time drivers DO get sick leave. It is accrued in the following manner: Each driver receives 4 sick days at the end of the first month of employment of each contract year. For the rest of the year, sick leave accrues at the rate of one (1) day for each month of employment.

Q: Will I receive holidays?

A: Part-time school bus drivers are paid only for the time they actually work. Thus, they are not paid for holidays, when they do not work. Full-time drivers receive the following paid holidays, for a total of ten (10) paid days:

Labor Day
Veteran's Day
Thanksgiving (2 days)
Christmas (3 days)
Martin Luther King Day
All Presidents' Day
Memorial Day

All other holidays (to include Columbus Day, New Year's Day, and the 4th of July) are **unpaid** holidays.

Q: Will I be required to wear a uniform when I am working?

A: Yes. The uniform for M-DCPS school bus drivers is as follows:

1. Women:

- Plain white shirt or blouse, with collar.
- Skirt or full-length trousers/slacks in dark blue/navy blue. Skirts must be conservative in length (no shorter than just above the kneecap). Blue jeans are not authorized as a uniform item.
- Shoes must be conservative in style and color, and have closed toes/heels and no high heels.
- In cold weather, wear of a vest and/or jacket, of dark blue/navy blue color, is authorized for wear with the uniform.
- During the summer session, women may wear "Bermuda" type shorts or culottes, of dark blue/navy blue color, in place of regular trousers/slacks.

2. Men:

- Plain white shirt, with collar.
- Full-length trousers/slacks in dark blue/navy blue. Blue jeans are not authorized as a uniform item.
- Shoes must be conservative in style and color, and have closed toes/heels.
- In cold weather, wear of a vest and/or jacket, of dark blue/navy blue color, is authorized for wear with the uniform.
- During the summer session, men may wear "Bermuda" type shorts, of dark blue/navy blue color, in place of the regular trousers/slacks.

Drivers are paid a uniform allowance of \$175.00 each year during the month of May. To qualify for the uniform allowance, employees must wear the appropriate uniform while performing duties. Failure to do so may result in the employee's loss of the uniform allowance and continued failure to comply may result in appropriate disciplinary action.

What will my work schedule be like, and how many hours will I work during the week?

A: While you are in training, you will generally work from 8:00 a.m. to about 3:00 p.m., Monday-Friday.

Q: Will I be able to choose which Transportation Center I will work at?

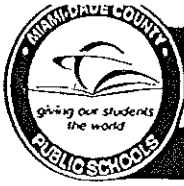
A: No. School Bus Driver Trainees who successfully complete the training class will be assigned to work at a Transportation Center based on the needs of the Department. You will be assigned to work where we have a need for drivers.

Drivers may request a transfer to another Center, if they would prefer to be assigned to another Center. **Transfers are done only when open positions are available, and they are always done based on seniority.** Thus, if three drivers ask to transfer from Southwest to Northeast and only one position is available; the most senior of the three drivers will be the one who gets to transfer.

Q: Will I have a choice of the route and/or type of bus I will be driving?

A: Part-time school bus drivers do not have a choice of routes or buses. As a part-time driver, you will be required to drive any route/bus as needed, when full-time drivers are unavailable due to illness or other reasons. Full-time drivers, at the beginning of the school year, select routes they would like to drive, and bid for them. The driver for each route is selected from those persons bidding for it, based on seniority.





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NOTICE TO APPLICANTS FOR THE POSITION OF SCHOOL BUS DRIVER

INFORMATION HANDOUT # 6

REGIONAL TRANSPORTATION CENTER ASSIGNMENTS

Applicants for the position of School Bus Driver are hereby advised that:

1. School Bus Driver Trainees who successfully complete the training class will be assigned to work at a Regional Transportation Center at the discretion of Management.
2. Drivers who would like to work at a Regional Transportation Center other than the one to which they have been assigned, may request a transfer once they become a full-time employee. Transfers are done when a position becomes available at the Center to which the driver is requesting to transfer. Please note that transfers are usually done twice a year and always based on seniority. As a new driver, this means you might have to wait in order to receive a transfer.
3. Employees are responsible for providing their own transportation to and from work.

I have read and understand this Notice to Applicants for the Position of School Bus Driver.

Signature

Date

Name (Print Legibly)

Driver License Number & Classification

