



# SCHOOL PUPIL TRANSPORTATION SAFETY COORDINATOR

## OPEN STATEWIDE EXAMINATION CONTINUOUS FILING

**THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.**

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**

**NOTE:** Positions exist in Hayward, Oceanside, Redwood City, San Diego, San Francisco, San Jose, Santa Ana, Stockton, and Westminster.

### FINAL FILING DATE

Applications (STD 678, Examination / Employment Application, Rev. 12-17 or later) will be accepted continuously. Application packages will be processed four times a year. The cut-off dates for 2020 will be:

- January 30
- April 30
- July 30
- October 29

**NOTE:** Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes available at the United States Postal Service, are not considered Postmark dates for the purpose of determining timely filing of an application. It is not recommended to use tracking postcard PS Form 3811, Domestic Return Receipt, as this may cause a delay in the processing of your application. It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked.

**NOTE:** Applicants may have only one active application in process at a time. Candidates may test for this classification once in an 18-month period.

### HOW TO APPLY

To apply for this examination, you must submit a complete application package to the address indicated below. The following documents comprise a complete application package:

- Completed Examination / Employment Application (STD. 678)  
<https://jobs.ca.gov/pdf/STD678.pdf>
- Supplemental Application Questionnaire and signed Affirmation Statement  
[https://www.chp.ca.gov/CHPCareersSite/Documents/SPTSC\\_package.pdf](https://www.chp.ca.gov/CHPCareersSite/Documents/SPTSC_package.pdf)
- Conditions of Employment form (SPB-631SSG)

To obtain copies of the Employment Application, Supplemental Application Questionnaire and Affirmation Statement, and Conditions of Employment go to the links above. Application packages submitted without these documents will be rejected.

Submit application packages by mail to:

California Highway Patrol  
Selection Standards and Examinations Section  
P. O. Box 942898  
Sacramento, CA 94298-0001

**OR** application packages may be hand delivered during regular business hours (8:00 a.m. to 5:00 p.m.) to the following location:

California Highway Patrol  
Selection Standards and Examinations Section  
601 North 7<sup>th</sup> Street  
Sacramento, CA 95811

**Note:** Submission of the Criminal Record Supplemental Questionnaire is not required with applications for examination.

**DO NOT SUBMIT APPLICATION PACKAGES TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) OR TO A LOCAL CALIFORNIA HIGHWAY PATROL (CHP) OFFICE. AT THIS TIME THE CHP DOES NOT ACCEPT APPLICATIONS FOR EXAMINATIONS ONLINE.**

**FAXED OR EMAILED APPLICATION PACKAGES WILL NOT BE ACCEPTED. APPLICATION PACKAGES POSTMARKED AFTER THE CUT-OFF DATE OR RECEIVED AFTER 5:00 P.M. ON THE CUT-OFF DATE WILL BE HELD FOR THE NEXT ADMINISTRATION OF THE EXAMINATION.**

**NOTE:** All application (STD. 678) forms must include: employment history "from" and "to" dates (month/day/year); hours per week, title/job classification, and duties performed. Application (STD. 678) forms received without this information will be rejected. Résumés or other documents will not be accepted in lieu of a completed application (STD. 678) form.

### SALARY RANGE

\$3,904-\$4,834

### ELIGIBLE LIST INFORMATION

Names of successful candidates will be merged onto the existing California Highway Patrol eligible list in order of final scores regardless of test date. Eligibility expires 24 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after 18 months. The resulting eligibility list will be used to fill vacancies at the California Highway Patrol.

This is an open examination. Career credits do not apply.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE: All applicants must meet the experience and/or education requirements for this examination by the written test date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to appointment.

**AND**

Two years of full-time experience as a school bus driver.

**AND**

One year of full-time experience as either a:

(1) school bus delegated behind-the-wheel trainer verified by the California Department of Education; **OR**

(2) school bus driver instructor certified by the California Department of Education; **OR**

(3) a school bus driver supervisor.

## DRUG TESTING REQUIREMENT

Applicants for positions in this classification are required to pass a drug screening test. (The drug screening test will be waived for employees who are currently in a designated "sensitive" classification for which drug testing is required under California Code of Regulations Section 213.)

## ADDITIONAL COMPETITIVE FACTORS

In appraising the relative qualifications of candidates, consideration will be given to the length and breadth of pertinent experience beyond that required under "Requirements for Admittance to the Examination."

Evidence of a satisfactory driving record for the three consecutive years prior to the written test date for the current examination.

## THE POSITION

A School Pupil Transportation Safety Coordinator, under direction in the Department of California Highway Patrol, does work in licensing and evaluating school bus, school pupil activity bus (SPAB), youth bus, general public paratransit vehicle (GPPV), and farm labor vehicle applicants and drivers, and does other related work to implement the Department's school pupil and farm labor transportation safety program.

Typical tasks would include interviewing applicants to determine basic eligibility; fingerprinting applicants and verifying medical and training certificates; examining and evaluating applicants for school bus, SPAB, youth bus, GPPV, and farm labor vehicle special driver certificates; reviewing school bus and farm labor vehicle accident reports to determine if the investigating officer found the school bus, SPAB, youth bus, GPPV, or farm labor vehicle driver negligent, and making appropriate recommendations to the Department of Motor Vehicles; determining the validity of and responding to complaints by or against school bus, SPAB, youth bus, GPPV, and farm labor vehicle drivers; interpreting, applying, and explaining laws and regulations of the California Vehicle Code, Education Code, California Code of Regulations (Title 13), and policies and procedural provisions of the California Highway Patrol to drivers and carriers; making presentations before groups of drivers, school officials, and the general public regarding driver licensing and certification requirements, and the safe transportation of school pupils and farm labor workers; writing reports and making recommendations regarding school pupil and farm labor transportation safety; completing departmental reports; reviewing school bus stops as specified in Title 13 of the California Code of Regulations; inspecting drivers records; and maintaining a professional demeanor and good public relations at all times.

## EXAMINATION INFORMATION

This examination will consist of a Supplemental Application weighted 100%.

All candidates who meet the requirements for admittance to this examination will be required to complete a Supplemental Application. The information on the Supplemental Application will be used to assess, on a competitive basis, each candidate's relevant training and experience. The Supplemental Application will be evaluated by using a predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **Competitors who do not complete the Supplemental Application will be eliminated from the examination.**

### Scope:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

### Knowledge of:

- The California Vehicle Code, Education Code, and California Code of Regulations (Title 13) relating to school pupil and farm labor transportation safety and driver training requirements.

### Ability to:

- Read, learn, analyze, interpret, and apply the provisions of the California Vehicle Code, Education Code and California Code of Regulations (Title 13) affecting school pupil and farm labor transportation safety, and the policies and procedural provisions of the California Highway Patrol.
- Acquire knowledge of the laws, programs, and activities of the organizations concerned with vehicle registration, driver licensing, certification, driver training requirements, bus driver instructor training, Vehicle Code enforcement, and traffic safety in California.
- Gain an understanding of the California Highway Patrol policies and procedures regarding the school pupil and farm labor transportation safety program.
- Organize tasks and activities in order of priority.
- Analyze situations accurately, exercise good judgment and take effective action.
- Follow directions.
- Listen attentively.
- Communicate effectively both verbally and in writing.
- Prepare clear and concise reports.
- Perform arithmetic calculations.
- Establish and maintain professional working relations.

**VETERANS' PREFERENCE**

**Veterans' Preference:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

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**HIRING INFORMATION**

**Background Investigation:** The California Highway Patrol conducts a background investigation to determine the competitor's suitability for employment. Information collected for a background investigation after the examination is distinct from that required on the Examination / Employment Application (STD. 678, Rev. 10-13), which is completed prior to the examination. You may be requested to divulge conviction history on the background investigation form that is not required of you when completing the STD. 678. Fingerprints of competitors are also taken as part of the background investigation.

**Medical Examination:** The California Highway Patrol requires a medical examination be conducted of applicants for positions in this classification by a licensed physician to determine the competitor's suitability for employment. The medical examination ensures competitors are free from any medical condition that might adversely affect job performance.

**GENERAL INFORMATION**

Applications (STD. 678, Rev. 12-17 or later) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, CalHR, and the CalHR Web site at [www.jobs.ca.gov](http://www.jobs.ca.gov).

Applicants who meet the requirements stated on this bulletin may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The California Highway Patrol reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) An entrance examination is defined, under the law, as any open competitive examination; and 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by CalHR. Directions to apply for Veterans' Preference are on the Veterans' Preference for Examination form (CalHR 1093), which is available at [www.jobs.ca.gov/public/jobs/veterans.aspx](http://www.jobs.ca.gov/public/jobs/veterans.aspx), from written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The California Relay Service enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929, if you do not have a TDD, 1-800-735-2922.

(Rev. 10-19)

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