

Transportation Programs Consultant

General Instructions

Thank you for your interest in California State civil service employment. The State of California is an Equal Employment Opportunity employer. The Transportation Programs Consultant examination will consist of the attached Qualifications Assessment Questionnaire (QAQ) that will be used to evaluate your experience, education, and training in supervising or managing a transportation operation or school bus drivers that provide passenger transportation services to school districts.

The QAQ is the examination and will account for 100% of your score. It is important that you fill out the QAQ completely. Questions without a response will not be scored. Your responses should be an accurate reflection of your experience, education, and training. If you are successful your name will be placed onto an eligible list for the classification listed above. The list will be used by the California Department of Education to fill existing vacancies.

In order to apply for this examination, you must submit an examination application package. Missing information may delay the processing of your examination.

The following documents comprise the examination application package for the Transportation Programs Consultant examination:

- Examination/Employment Application (STD. 678): <https://jobs.ca.gov/pdf/std678.pdf>
- Qualifications Assessment Questionnaire
- Affirmation Statement
- Evidence of completion of the acceptable license, certification, and/or training (copies are acceptable)

PLEASE SUBMIT YOUR COMPLETED EXAMINATION APPLICATION PACKAGE TO:

California Department of Education
Selection Services Office
1430 N Street, Room 1802
Sacramento, CA 95814
916-319-0857

Upon receipt of your completed examination application package, documents become confidential information and are the property of the California Department of Education, Selection Services Office. Please notify this office if you have a change of address.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

All information provided on the state employment application and QAQ is subject to verification at any time during the examination process and/or hiring process.

Section I - Minimum Qualifications

Items in this section request information about your minimum qualifications and will be used to determine your eligibility to compete in this examination. Please answer each of the following questions.

LICENSE AND CERTIFICATION REQUIREMENTS:

Do you possess a valid class A or B California Commercial Driver License with passenger and school bus endorsements and restriction 29 (may not transport student passengers without a valid school bus certificate), with no restrictions as to passenger capacity or hydraulic brakes?

Yes

No

Do you possess a valid California Special Driver Certificate endorsed to drive a school bus with no restrictions as to passenger capacity or hydraulic brakes?

Yes

No

Do you possess a valid California School Bus Driver Instructor Certificate issued by the Department of Education with no instructional limitations or restrictions as to passenger capacity or hydraulic brakes?

Yes

No

EXPERIENCE REQUIREMENTS:

Do you have three years of experience supervising or training school bus drivers who provide passenger transportation services to school districts?

Yes

No

Do you have three years of experience supervising or managing a transportation operation that provides passenger transportation services to school districts and includes bus and vehicle maintenance, dispatch, and training functions?

Yes

No

Section II - Tasks

Instructions

Using the rating scale(s) provided below, you will rate your knowledge and experience performing specific job-related tasks.

In responding to each statement, you may refer to your formal education, formal training courses, and/or work experience whether paid or not paid. All tasks pertain to experience supervising or managing a transportation operation that provides services to school districts and includes bus and vehicle maintenance, dispatch, and training functions. Items without responses will not be scored.

Column # 1 - Knowledge related to performing this task is defined as follows:

- **Extensive Knowledge:** I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations. I could instruct others on specific aspects of this task.
- **Moderate Knowledge:** I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.
- **Limited Knowledge:** I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.
- **No Knowledge:** I have no knowledge of how to perform this task or what it may entail.

Column # 2 – Length of experience: I have performed this task for:

- More than 5 years
- 3 - 5 years
- 1 - 3 years
- Less than one year or no experience

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 scales provided.

1. **Make recommendations on policies to county superintendents, school districts, private and charter schools, and other public transportation agencies in the establishment, implementation, and evaluation of safe and efficient transportation education and training programs.**

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

2. Evaluate bus drivers throughout the training program who desire to obtain certification as State Certified Bus Driver Instructors.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

3. Provide continuing education to state certified bus driver instructors for recertification.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

4. Evaluate bus drivers.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

5. Assess applicant qualifications for school bus, school pupil activity bus (SPAB), transit bus, and farm labor vehicle (FLV) bus drivers.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

6. Interview applicants for bus driver training to ensure applicants meet the qualifications.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

7. Develop and conduct focused-based presentations and training classes for administrators, transportation personnel, and parents to provide comprehensive information for a safe and effective transportation program.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

8. Maintain required records in accordance with state and federal statute and regulations.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

9. Confer with passenger transportation industry stakeholders to exchange information related to transportation safety training.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

10. Prepare reports summarizing the findings of a study, program, audit, and investigation in accordance with state and federal laws.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

11. Develop solutions for problems relating to work unit programs, procedures, business process, and policies.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

12. Interpret and explain policies, laws, and regulations affecting the work unit operations to internal and external stakeholders.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

13. Determine and establish priorities for staff in order to meet team objectives.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

14. Analyze reports, memos, and manuals to determine the effect on the operation of the work unit and staff.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

15. Develop schedules, charts, and diagrams to ensure organizational goals and objectives are met timely.

Knowledge related to performing this task:

- Extensive knowledge
- Moderate knowledge
- Limited knowledge
- No knowledge

I have performed this task for:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

Section III - Knowledge and Ability

Using the rating scale provided below, you will rate your experience in accordance with specific job related knowledge and abilities.

In responding to each statement, you may refer to your formal education, formal training courses, and/or work experience whether paid or not paid. All knowledge gained while supervising or managing a transportation operation that provides services to school districts and includes bus and vehicle maintenance, dispatch, and training functions. Items without responses will not be scored.

Years of Experience Applying This Knowledge or Ability:

- More than 5 years
- 3 - 5 years
- 1 - 3 years
- Less than 1 year or no experience

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each statement.

1. Knowledge of principles, concepts and methods of managing a passenger transportation program in order to facilitate effective and efficient business operations.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

2. Knowledge of passenger transportation laws and regulations of the California Highway Patrol and the Department of Motor Vehicles.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

3. Knowledge of classroom and behind-the-wheel instructional teaching techniques.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

4. Knowledge of adult learning theories, practices, and motivation to facilitate effective classroom and behind-the-wheel instruction.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

5. Knowledge of relevant equipment, procedures, and strategies for effective and safe operation of vehicles used during training.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

6. Knowledge of basic statistics used to analyze the impact and effectiveness of programs, policies, and procedures to provide quantitative data documenting the status of programs, policies, and procedures.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

7. Knowledge of program evaluation methods to assess the effectiveness of training programs.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

8. Knowledge of time management techniques to prioritize and complete tasks and assignments.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

9. Knowledge of conflict resolution techniques to address issues that may arise within the work place.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

10. Knowledge of team building principles and techniques to be used in the work place.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

11. Ability to provide effective classroom and behind the wheel instruction.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

12. Ability to evaluate passenger transportation training program instructors to facilitate effective instruction of such programs.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

13. Ability to maintain performance records of training program participants.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

14. Ability to interpret and explain policies, laws, and rules and regulations related to the transportation of school pupils and the general public.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

15. Ability to operate all vehicles requiring driver certification, licensing, or endorsement by a State Certified Bus Driver Instructor.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

16. Ability to demonstrate effective instructional methods and skills.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

17. Ability to accurately and concisely prepare written reports to efficiently maintain and disseminate information.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

18. Ability to develop curriculum for school bus, school pupil activity bus, transit, and farm labor vehicle driver instructor training programs.

Years of experience:

- More than 5 years
- 3-5 years
- 1-3 years
- Less than 1 year of no experience

Section IV - Certificates

Please indicate your certificates. Select all that apply.

- Transporting Passengers with Disabilities Certificate
- Transportation Administrator Certificate
- California State University (CSUS) Instructional Certificate

Conditions of Employment

Type of Appointment You Will Accept:

Please check *one box only* next to the type of appointment you will accept.

- A: Permanent or Limited Term - Full Time, Part Time, or Intermittent
- C: Permanent or Limited Term - Full Time only
- M: Permanent or Limited Term - Part Time or Intermittent only
- D: Permanent only - Full Time Only
- K: Limited Term only - Full Time Only
- R: Permanent - Part Time or Intermittent or Limited Term - Full Time, Part Time, or Intermittent

Affirmation Statement

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

- a) The department or a designated appointing power may refuse to examine, or after examination may refuse to declare as eligible, or may withhold or withdraw from an eligible list, before the appointment, anyone who meets any of the following criteria:
- 1) Lacks any of the requirements for the examination or position for which he or she applied.
 - 2) Has been dismissed from any position for any cause that would be a cause for dismissal from state service.
 - 3) Has resigned from any position not in good standing in order to avoid dismissal.
 - 4) Has misrepresented himself or herself in the application or examination process, including permitting another person to complete or attempt to complete a portion of the examination on his or her behalf.
 - 5) Has been found to be unsuited or not qualified for employment pursuant to rule.
- b) The remedies provided in this section are not exclusive and shall not prevent the board, department, or appointing power from taking additional actions pursuant to Chapter 10 (commencing with Section 19680).

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If it is discovered that I have made any false representations after being appointed to a position, I may have adverse action taken against me, which could result in dismissal.

Signature: _____

Date: _____

Name (Printed): _____

Home Phone Number: _____

Work Phone Number: _____