

# Transportation Programs Consultant,

# Department of Education

**Exam Code: 8ED2A**

**Department:** California Department of Education

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

**Bulletin Date:** 12/18/2023

## CLASSIFICATION DETAILS

**Transportation Programs Consultant –** $7,133 to $8,929 per month.

View the Transportation Programs Consultant classification specification at [https://www.calhr.ca.gov/state-hr-professionals/pages/2683.aspx.](https://www.calhr.ca.gov/state-hr-professionals/pages/2683.aspx)

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

### Examination Cut-off Dates: Monthly

Applications are accepted on a continuous basis and will be processed monthly. Applications must be received in this office prior to the cut-off date (15th day of the month). Applications received after the cut-off date will be placed in the next examination administration.

*Who Should Apply*

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

### How to Apply

To apply for this examination, you must submit a complete examination application package. The following documents comprise a complete examination package:

* State Application form (STD 678) (<https://jobs.ca.gov/pdf/STD678.pdf>)
* Transportation Programs Consultant QAQ (<https://www.cde.ca.gov/re/di/jb/documents/tpcqaq2018.pdf>)
* Evidence of completion of required license and certificate (copy is acceptable)

All State Application must include “to” and “from” dates (month/day/year), time base, job titles, and duties performed. Applications received without this information will not be accepted.

Examination application package must be received by the cut-off date. Examination application packages received after the cut-off date will be held for the next examination administration. Examination application package must have original signatures. Indicate the Examination Title on the Examination/Employment Application form (STD 678).

**You may submit by mail to:**

California Department of Education

1430 N Street, Suite 1802

Sacramento, CA 95814

Attn: Examination and Recruitment Office

**In Person:**

California Department of Education

1430 N Street, Main lobby (drop box)

Sacramento, CA 95814

Attn: Examination and Recruitment Office

***DO NOT FORGET TO DATE STAMP*** prior to placing it in the drop box.

**Or by email to:**

CDEEXAMS@cde.ca.gov - Some confidential information may be blocked by our information security office; therefore, it is the applicant’s responsibility to ensure that each document complies with email restrictions.

### Special Testing Arrangements

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

**Transportation Programs Consultant**

### License and Certification Requirements

Possession of the following: (1) 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; and (2) a valid California Special Driver Certificate endorsed to drive a school bus, with no restrictions as to passenger capacity or hydraulic brakes; and (3) 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.

**AND**

**Either I**

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.

**Or II**

Three years of experience supervising or training school bus drivers who provide passenger transportation services to school districts.

NOTE: Applicants must provide evidence of the required Driver License and Certificates (copies acceptable) at the time of filing

## Special Personal Characteristic

Willingness to travel throughout the State.

## POSITION DESCRIPTION

**Transportation Programs Consultant, Department of Education**

This is the full journey level in the series. Under direction incumbents research, develop, and revise curriculum and training activities related to bus and farm labor vehicle drivers and driver instructors; provide instruction in classroom and behind-the-wheel teaching methodology relating to passenger management, safe driving skills, defensive driving, vehicle inspection and maintenance, transportation of passengers with special needs, and current passenger transportation laws and regulations of the California Highway Patrol, the Department of Motor Vehicles, and the Department of Education; provide guidance to transportation programs in the research and development of new instructional materials and courses, and in revising existing course outlines and lesson plans; provide consultation and advice to education and transportation administrators in planning improvements to passenger transportation programs and in developing new driver training programs; review and maintain records on driver instructors; investigate complaints of improper conduct or violation of departmental policy, law, or regulation, and as necessary, recommend appropriate administrative action; interpret laws, guidelines, and regulations relating to passenger transportation; represent the Department on various panels and committees; participate as a presenter, moderator, or panelist in state and national conferences and workshops related to passenger transportation issues; analyze state and federal legislation for program impact and/or compliance; may provide testimony before legislative committees of the state and federal government; and perform other related duties.

## EXAMINATION SCOPE

This examination consists of the following components:

**Training and Experience Evaluation –** Weighted 100% of the final score.

The examination will consist solely of a Training and Experience Evaluation.To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant’s:

### Knowledge Of:

1. Principles, concepts and methods of managing a passenger transportation program.
2. Passenger transportation laws and regulations of the California Highway Patrol, the Department of Motor Vehicles, and the Department of Education.
3. Classroom and behind-the-wheel instructional teaching techniques.

### Ability To:

1. Provide effective classroom and behind-the wheel instruction.
2. Evaluate passenger transportation training program instructors, and maintain performance records.
3. Interpret and explain laws, regulations, and policies related to the transportation of school pupils and the general public.
4. Operate all vehicles requiring driver certification, licensing or endorsement by a state certified bus driver instructor.
5. Communicate effectively.
6. Demonstrate effective instructional methods and skills.
7. Prepare concise and accurate written reports.
8. Develop curriculum for bus drivers and bus and farm labor vehicle driver instructors, and coordinate driver safety programs with local school passenger transportation operations.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Transportation Programs Consultant** classification will be established for: **California Department of Education**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires 24 months after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans’ Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans’ Preference Application (Std. form 1093) is available online at <https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>**.** Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score of this examination.

## TESTING DEPARTMENTS

California Department of Education

## CONTACT INFORMATION

If you have any ***technical*** questions concerning this examination bulletin, please contact:

California Department of Education

Examination and Recruitment Office

1430 N Street, Suite 1802

Sacramento, CA 95811

Phone: 916-319-0857

Email: cdeexams@cde.ca.gov

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. 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.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your CalCareeraccount at <http://www.jobs.ca.gov/>.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

It is the applicant’s responsibility to contact the California Department of Education’s Examination and Recruitment Office at 916-319-0857 after submission of application if a notice has not been received.

The California Department of Education 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 revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.