DATE:      May 26, 2016
TO:        LA's Workforce Development System
FROM:      Jaime H. Pacheco-Orozco, Director
           Workforce Development System
SUBJECT:   WDS INFORMATION BULLETIN NO. 16-08
           LAUSD'S NEW TRANSPORTATION CAREER PREP ACADEMY
           MANDATORY ORIENTATION JUNE 11, 2016

EFFECTIVE DATE
This bulletin is effective upon date of issue.

PURPOSE
The purpose of this bulletin is to announce that the Los Angeles Unified School District (LAUSD) is recruiting LAUSD graduating seniors and young adults ages 18+ for a new Transportation Career Prep Academy (TCPA). This free training includes behind-the-wheel experience, in preparation for the School Bus Certificate test. This program also provides part-time employment and includes free enrollment into a special program with LA City College to earn an Associate Degree.

2016 TCPA Important Dates
June 11, 2016       Mandatory Orientation
June 20, 2016       Academy Begins
Aug/Sept 2016       Hiring Opportunities
Fall 2016           College Program Begins

Please see the enclosures for requirement details and specific information about this training. For additional information and to reserve a seat at the mandatory June 11th orientation, go to http://achieve.lausd.net/tcpa

TCPA CONTACT
If your questions are not addressed in the attached FAQ, please contact Patricia Chambers at patricia.chambers@lausd.net

JHP:NH:cc
Attachments: TCPA Flyer
             TCPA Pre-Screening Checklist
             TCPA Recruiting Overview
             TCPA Frequently Asked Questions (FAQ)

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Go from Classroom to Career...in 3 Months!

Join LAUSD’s NEW Transportation Career Prep Academy

Want to earn $15-$27/hr with BENEFITS while earning a college degree?

Los Angeles Unified School District is recruiting LAUSD GRADUATING SENIORS and YOUNG ADULTS ages 18+ for the NEW Transportation Career Prep Academy!

FREE training, including behind-the-wheel experience that prepares you for the School Bus Certificate test.

Provides part-time employment and includes FREE enrollment into a special program with LA City College to earn your Associate’s Degree!

For more info and to reserve a seat at our orientation, go to http://achieve.lausd.net/tcpa

2016 ACADEMY
June 11—Mandatory Orientation
June 20—Academy Begins
Aug/Sept—Hiring Opportunities
Fall—College Program Begins

Requirements
☐ 18+ years old
☐ Valid driver’s license
☐ Safe driving history printout*
☐ Have the right to work in U.S.
☐ Pass background check
☐ Attend orientation June 11
☐ Pass a literacy test

Pay and Benefits**
☐ Earn $15 to $27/hour
☐ Full medical & dental benefits for employee & family
☐ Paid holiday and vacation time
☐ Retirement benefits
☐ District-paid tuition reimbursement for college

* Must bring H-6 DMV printout to orientation
** Contingent upon being hired as an LAUSD Bus Driver
Transportation Career Prep Academy (TCPA)

PRE-SCREENING CHECKLIST

May 2016

Before referring a student or young adult to the TCPA, please go through this checklist and ensure that the answer to **all 14 questions** is **"YES"**.

**Student or Young Adult’s Name:**

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>1)</td>
<td>Will this person be at least 18 years old by June 11, 2016?</td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td>Will this person be available for training 8 hours/day from June 20 – July 22, 2016?</td>
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<tr>
<td>3)</td>
<td>Will this person be able to get to and from the 8-hour training sessions each day from June 20 – July 22, 2016?</td>
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<tr>
<td>4)</td>
<td>Will this person be available for part-time work in the mornings and afternoons beginning August 16, 2016?</td>
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<tr>
<td>5)</td>
<td>The TCPA will encourage students to enroll in a Special Program with LA City College to earn their Associate’s Degree in 2 years, while working part-time as an LAUSD Bus Driver. Will this person be able to work part-time <strong>and</strong> take college classes? <em>(Class is 2 days/wk between their morning and afternoon shifts at an LAUSD training facility and then on Saturdays at LA City College for 8 hrs)</em></td>
<td></td>
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<tr>
<td>6)</td>
<td>Does this person currently have a valid California Driver’s License or WILL have a current California Driver’s License by June 11, 2016?</td>
<td></td>
</tr>
<tr>
<td>7)</td>
<td>Does this person have a safe driving history?</td>
<td></td>
</tr>
<tr>
<td>8)</td>
<td>Will this person likely pass a background check?</td>
<td></td>
</tr>
<tr>
<td>9)</td>
<td>Does this person get along well with others?</td>
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<tr>
<td>10)</td>
<td>Do you think this person would interact well with students ages 6 – 16?</td>
<td></td>
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<tr>
<td>11)</td>
<td>Is this person responsible?</td>
<td></td>
</tr>
<tr>
<td>12)</td>
<td>Is this person dependable?</td>
<td></td>
</tr>
<tr>
<td>13)</td>
<td>Does this person have the right to work in the United States?</td>
<td></td>
</tr>
<tr>
<td>14)</td>
<td>Based on the questions asked above and the requirements/responsibilities associated with the TCPA, would you recommend this person for the TCPA?</td>
<td></td>
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</tbody>
</table>
Transportation Career Prep Academy (TCPA)
RECRUITING OVERVIEW – May 2016

BACKGROUND
WHAT: A 5-6 week in-class and behind-the-wheel training program to develop up to 40 LAUSD graduating seniors and young adults 18+ for hire as part-time LAUSD Bus Drivers earning $15+/hr plus benefits. Academy participants will be highly encouraged to enroll into a special program with LA City College this fall that will enable them to earn their Associate’s Degree and complete their lower division general ed. requirements in two yrs.

WHY: To provide eligible and motivated LAUSD young adults with a pre-packaged college and career plan, while also filling LAUSD Bus Driver vacancies.

WHEN: A mandatory orientation is being held on Saturday, June 11, 2016 at the Transportation Division located at 115 N. Beaudry Ave, Los Angeles, CA, 90012. Anyone interested in being a part of the Academy MUST attend ONE of the two orientations being offered (7:00 – 10:00 am or 11:00 am – 2:00 pm). Academy participants will be selected and notified from June 11 – 17, and the Academy will begin on Monday, June 20. LAUSD Bus Driver hiring opportunities begin in August and the special college program begins in fall.

COST: The in-class and behind-the-wheel training is free, and the special college training program with LA City College is also free with LAUSD’S college tuition reimbursement program (provided participants complete the college classes). There may, however, be some <$150) expenses incurred by participants (e.g. DMV H-6 printout fee, DMV Commerical Driver’s License fee, California Highway Patrol fingerprinting fee).

FAQs: If you have additional questions not addressed here, please refer to the Frequently Asked Questions (FAQs) document that should be attached. If not, it may also be obtained online at http://achieve.lausd.net/tcpa. If you have any questions not addressed in the FAQs, please contact Patricia Chambers at patricia.chambers@lausd.net or 213-241-4511.

THE ASK OF YOU
1) To ensure that at least 250 qualified and motivated LAUSD young adults attend the June 11 orientation, we need your help recruiting these qualified and motivated individuals AND GETTING THEM TO SIGN-UP FOR THE ORIENTATION ON-LINE AT ➸ http://achieve.lausd.net/tcpa

2) Please use the attached “Pre-Screening Checklist” as a guide for recruiting qualified candidates.

3) Use the attached flyer (also available at http://achieve.lausd.net/tcpa) to help with recruiting.

4) After getting students to sign-up online for the June 11 orientation, please continue to remind and encourage them to actually “show-up” on June 11! 😊
Transportation Career Prep Academy (TCPA)  
FREQUENTLY ASKED QUESTIONS (FAQs)  
May 2016

1. **How do I apply for the Academy?**  
   To apply for the program, complete the online Orientation Sign-up form at  
   [http://achieve.lausd.net/tcpa](http://achieve.lausd.net/tcpa) **AND** attend one of the program orientations being held on Saturday, June 11, 2016. The first orientation will be from 7:00 am - 10:00 am and the second one will be from 11:00 am – 2:00 pm.

2. **Where is the Orientation going to be held on June 11, 2016?**  
The Orientation will take place at the Los Angeles Unified School District (LAUSD) Transportation Division, located at 115 N. Beaudry Ave, Los Angeles, CA, 90012.

3. **Do I need to bring anything with me to the June 11 Orientation?**  
   Attendees must bring the following two items with them to the June 11th Orientation:  
   - A valid California driver’s license  
   - A DMV H-6 driving record printout**

   Attendees may also want to bring paper and a pen or pencil for taking notes.

   **Please go to the DMV to get your H-6 printout after June 1, 2016 and be prepared with $5 cash to pay for the printout. You must bring ALL pages of the DMV H-6 printout to the June 11 Orientation, including any blank pages. The last page must have the word "END" on it. Before leaving the DMV counter, make sure you have the CORRECT print out (H-6) and not K-4. Documents printed from the internet will not be accepted.

4. **Is there a cost for the Academy?**  
   There is no cost or fee to participate in the Academy, but there are some expenses. Most expenses associated with the Academy will be covered by LAUSD or community partners, but there may be some expenses that participants will need to cover.

5. **What are the eligibility requirements for the Academy?**  
   In order to be eligible for the academy, an individual must:  
   - Be at least 18 years old by June 11, 2016  
   - Have a valid California driver’s license  
   - Have a safe driving history and provide a DMV H-6 driving record printout  
   - Attend an Orientation on June 11, 2016  
   - Take and pass a literacy test that will be administered during the June 11th Orientation  
   - Have the right to work in the United States  
   - Pass a background check

6. **What is the literacy test?**  
   The literacy test includes 35 questions covering both English and math content. There are 20 English related questions covering reading comprehension and word definitions. There are also 15 math questions covering addition, subtraction, calculating time, conversion of military time and mileage.

7. **How many spaces are in the Academy?**  
   There are 40 spaces in the academy.
8. What happens during and after the Orientation on June 11?
During the Orientation, attendees will learn more details about the Academy, have an opportunity to ask questions, and take a literacy test. The literacy test will be scored during the Orientation and only attendees receiving a passing score will be eligible for the Academy. In addition, short interviews may be conducted with individuals who pass the test.

After the June 11 orientation, up to 40 individuals will be selected for the program. During the week of June 13, these individuals will take a physical exam and participate in a California Highway Patrol (CHP) background check.

9. What does the California Highway Patrol (CHP) background check entail?
The CHP background check involves providing past work history, if any, and being able to answer a few questions. The CHP will complete a live scan fingerprinting on site and candidates will need to provide a social security card, driver’s license and DMV H-6 printout.

10. How will the 40 individuals be selected for the academy?
In order to be selected for the academy, an individual must meet all of the eligibility requirements outlined in question 5.

11. What happens if there are more than 40 individuals who meet the eligibility requirements?
If there are more than 40 individuals who meet the eligibility requirements, candidates will be ranked based on a combination of their literacy test score and their interview results. The top 40 candidates will be accepted into the program and the remaining candidates will be placed on a waiting list. If demand is high, a second cohort may be added.

12. Is there any type of special license needed to participate in the academy?
In order to participate in the program, you must have a valid California Driver’s License. Upon successful completion of the training program, you will take a DMV test to obtain a Commercial Class B license with a P for passenger endorsement. This training program will prepare you for the DMV test.

13. When and where will the training take place?
The in-class training will take place from June 20 – July 1, 2016 at the San Julian Training Room located at 1315 S. San Julian St, Los Angeles, CA, 90015, and class will be about eight (8) hours each day. The behind-the-wheel training will take place from July 5 – 22, 2016 and will be at various LAUSD bus lots across Los Angeles. We will try to assign you to the lot closest to your home. The behind-the-wheel training will be about eight (8) hours each day and you will be training with an instructor and up to three other students.

14. How do I get hired by LAUSD as a bus driver?
In order to get hired by LAUSD as a bus driver, you must first take and pass the School Bus Certificate test as well as a DWV test to obtain a Commercial Class B license with a P for passenger endorsement. The in-class and behind-the-wheel training offered through the Transportation Career Prep Academy will help prepare you for BOTH the School Bus Certificate test and the DMV test. In late July, you will complete an LAUSD Bus Driver application and get fingerprinted for a LAUSD background check. Upon successfully passing the School Bus Certificate test, the DMV test and the LAUSD background check, you will be eligible for hire to fill bus driver vacancies in August and September 2016.
15. What is the School Bus Certificate test and is there any additional information to help me study for this test other than the training that will be provided as part of the Academy?
   The School Bus Certificate test is a written test administered by the California Highway Patrol covering rules and regulations and basic first aid practices. The training provided from the Transportation Career Prep Academy will help you prepare for the test, but feel free to Google and search “school bus practice test” as some information will appear. We strongly encourage you to wait and receive information from the LAUSD instructor.

16. When would I start working?
   You will begin working after successfully: 1) passing the School Bus Certificate, 2) passing the DMV tests and 3) being cleared to work by LAUSD. The earliest start date would be Tuesday, August 16, 2016.

17. Where will I be working?
   Upon being hired as an LAUSD bus driver, you will be assigned to a bus route. It is unknown exactly what route you will be assigned, as it depends on the location of the vacancies.

18. How many hours will I work a week and what are the hours?
   You will be hired as a part-time bus driver working 25 to 35 hours per week. You will typically work a morning shift from about 5:30 to 8:30 am and an afternoon shift from about 1:30 to 4:30 pm.

19. How will I earn a college degree? What is the special program with LA City College?
   As part of the Academy, you will have an opportunity to enroll into a special two-year program with LA City College to earn an Associate’s Degree and complete the lower division general education requirements for most CSU, UC and some private colleges and universities. Participation in this program will provide you with priority enrollment at LA City College. You will attend class two days during the week for 2.5 hours between your morning and afternoon shifts at the LAUSD San Julian Training Room located at 1315 S. San Julian St, Los Angeles, CA 90015. You will also go to class on Saturdays for eight (8) hours at LA City College located at 855 N. Vermont Ave, Los Angeles, CA, 90029.

20. Is there a cost for the special program with LA City College?
   LAUSD provides district-paid tuition reimbursement for college and therefore participation in the special program with LA City College will be free for all Transportation Career Prep Academy participants. You will be required to initially pay for classes, but will receive reimbursement from LAUSD after completing the classes.

21. Are there any full-time LAUSD Bus Driver opportunities?
   There are no full-time LAUSD Bus Driver opportunities available. Only part-time employment opportunities are available at this time through the Transportation Career Prep Academy.

PLEASE NOTE: If you have any questions that have not been addressed in this document, please call (213) 580-2903.