DATE: May 9, 2017

TO: LA’s Workforce Development System

FROM: Gerardo Ruvalcaba, Director
Workforce Development System

SUBJECT: WDS INFORMATION BULLETIN NO. 17-22
TRANSPORTATION CAREER PREP ACADEMY

EFFECTIVE DATE
This bulletin is effective upon date of issuance.

PURPOSE
The purpose of the bulletin is to inform you of the Transportation Career Prep Academy (TCPA), a program offered by the Los Angeles Unified School District for preparation for the School Bus Certificate test and an opportunity to earn an Associate’s degree. The TCPA is an eight week program and the mandatory orientation will be held on Saturday, June 17, 2017.

The attached documents will provide important information about the program, requirements, and eligibility. For additional information about the TCPA program and to reserve a seat at the mandatory orientation, please contact the LAUSD at http://achieve.lausd.net/tcpa.

WDS CONTACT
For questions about the transmission of this bulletin, please contact Charlene Chan at charlene.chan@lacity.org.

GR:cc
Attachments: TCPA Flyer 04.27.17
TCPA Recruiting Overview 04.26.17
TCPA Pre-Screening Checklist 05.01.17
TCPA FAQs 04.26.17
Go from Classroom to Career...in 3 Months!

TCPA Class of 2016 Graduates

Join L.A. Unified's
TRANSPORTATION CAREER PREP ACADEMY

Want to earn $16-$28/hr with BENEFITS while earning a college degree?

The Los Angeles Unified School District is recruiting GRADUATING SENIORS and OTHERS ages 18+ for the 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 opportunities to EARN A COLLEGE DEGREE through special District Programs!

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

2017 ACADEMY
June 17: Mandatory Orientation
June 26: Academy Begins
Sept: Hiring Opportunities Begin
Fall: College Programs Begin

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 17
- Pass a literacy test

Pay and Benefits**
- Earn $16 to $28/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)
RECRUITING OVERVIEW – April 2017

BACKGROUND
WHAT: An eight (8) week in-class and behind-the-wheel training program to develop up to 40 L.A. Unified graduating seniors and other adults 18+ for hire as part-time L.A. Unified Bus Drivers earning $16+/hr plus benefits. Academy participants will be highly encouraged to enroll into one of the District’s special programs to earn their Associate’s Degree and complete their lower division general education requirements.

WHY: To provide eligible and motivated individuals with a pre-packaged college and career plan, while also filling L.A. Unified Bus Driver vacancies.

WHEN: A mandatory orientation is being held on Saturday, June 17, 2017 at the Transportation Division located at 115 N. Beaundry 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 a.m. OR 11:00 a.m. – 2:00 p.m.). Selected participants will begin the Academy on Monday, June 26, 2017, and Bus Driver hiring opportunities will be available beginning in September 2017. The special college programs will begin in the fall.

COST: The in-class and behind-the-wheel training is free, and the tuition for the special District program to earn an Associate’s Degree is also free with L.A. Unified’s college tuition reimbursement program (provided participants complete the college classes). There may, however, be some <$200) expenses incurred by participants (e.g. DMV H-6 printout fee, DMV Commercial 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 adults attend the June 17 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 individuals to sign-up online for the June 17 orientation, please continue to remind and encourage them to actually “show-up” on June 17! 😊
Transportation Career Prep Academy (TCPA)
PRE-SCREENING CHECKLIST
May 2017

Before referring an individual to the TCPA, please go through this checklist and ensure that the answer to **all 14 questions** is “YES”.

**Potential TCPA Candidate 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 17, 2017?</td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td>Will this person be available for training up to 8 hours/day from June 26 – August 18, 2017?</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 26 – August 18, 2017?</td>
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<td>4)</td>
<td>Will this person be available for part-time work in the mornings and afternoons beginning in September 2017?</td>
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<tr>
<td>5)</td>
<td>The TCPA will encourage participants to enroll in one of the District’s special programs to earn their Associate’s Degree, while working part-time as an L.A. Unified Bus Driver. Is this person interested in going to college and/or is already taking college courses?</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 17, 2017?</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>
<td></td>
</tr>
<tr>
<td>10)</td>
<td>Do you think this person would interact well with students ages 6 – 16?</td>
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<tr>
<td>11)</td>
<td>Is this person responsible?</td>
<td></td>
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<td>12)</td>
<td>Is this person dependable?</td>
<td></td>
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<tr>
<td>13)</td>
<td>Does this person have the right to work in the United States?</td>
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<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>
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</table>
Transportation Career Prep Academy (TCPA)
FREQUENTLY ASKED QUESTIONS (FAQs)
April 2017

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
AND attend one of the program orientations being held on Saturday, June 17, 2017. The first orientation
will be from 7:00 - 10:00 a.m. and the second one will be from 11:00 a.m. – 2:00 p.m.

2. Where is the Orientation going to be held on June 17, 2017?
The Orientation will take place at the Los Angeles Unified School District (L.A. Unified) Transportation
Division, located at 115 N. Beaudry Ave, Los Angeles, CA, 90012.

3. Do I need to bring anything with me to the June 17 Orientation?
Attendees must bring the following two items with them to the June 17 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 anytime from Wednesday, June 7, 2017 to Friday,
June 16, 2017, 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 17 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 L.A. Unified or community partners, but there may be
some expenses (under $200.00) 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 17, 2017
• 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 17, 2017
• Take and pass a literacy test that will be administered during the June 17 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 17?**
   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 will be conducted with individuals who pass the test.
   
   After the June 17 orientation, up to 40 individuals will be selected for the program. During the week of June 19, 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 26 – July 7, 2017 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 10 to August 18, 2017 and will be at various L.A. Unified 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 approximately six (6) hours each day and you will be training with an instructor and up to three (3) other students.

14. **How do I get hired by L.A. Unified as a bus driver?**
    In order to get hired by L.A. Unified 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 L.A. Unified Bus Driver application and get fingerprinted for an L.A. Unified background check. Upon successfully passing the School Bus Certificate test, the DMV test and the L.A. Unified background check, you will be eligible for hire to fill bus driver vacancies beginning in September 2017.
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 L.A. Unified instructor.

16. When would I start working?
You will begin working after successfully: 1) passing the School Bus Certificate test, 2) passing the DMV test, and 3) being cleared to work by L.A. Unified. The earliest start date would be in September 2017.

17. Where will I be working?
Upon being hired as an L.A. Unified 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 can I earn a college degree? What are the special District Programs?
As part of the Academy, you will have an opportunity to enroll in a special District Program that will enable you to earn an Associate’s Degree and complete the lower division general education requirements for most CSU, UC and some private colleges and universities. You will learn more about the special District Programs at the June 17 orientation.

20. Is there a cost for the special District Programs to earn a college degree?
L.A. Unified provides district-paid tuition reimbursement for college and therefore participation in a special District Program to earn an Associate’s Degree would be tuition **free**. You will be required to initially pay the tuition for classes, but will receive reimbursement from L.A. Unified after completing the classes. The District also has a program to earn a Bachelor’s Degree, but the tuition reimbursement does not cover the full tuition costs.

21. Are there any full-time L.A. Unified Bus Driver opportunities?
At this time, there are no full-time L.A. Unified 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.