



## **Guide for Prospective Bus Driver Candidates**

RSD Transportation Department

1004 South Arkansas Avenue

Russellville, Arkansas 72801

(479) 890 - 8561

Office Hours

8:00 AM - 4:30 PM

Monday - Friday

Director of Transportation

Christopher King

[christopher.king@rsdk12.net](mailto:christopher.king@rsdk12.net)

Routing and Scheduling Specialist

Joseph Ghaffari

[joseph.ghaffari@rsdk12.net](mailto:joseph.ghaffari@rsdk12.net)

Secretary

Kayla Yerina

[Kayla.yerina@rsdk12.net](mailto:Kayla.yerina@rsdk12.net)

## Summary Outline

- Candidate applies online at <https://www.rsdk12.net/page/transportation> OR <https://russellvilleschools.tedk12.com/hire/ViewJob.aspx?JobID=585>
- Candidate goes to DMV - Purchases testing packet and booklet (reimbursable after 45 day probationary period).
  - Studies for Class B CDL and Air Brakes with Passenger and School Bus endorsements
- Candidate schedules with Arkansas State Police - Pass all 4 exams
- Candidate goes to DMV - gets Commercial Drivers License Permit
- Candidate goes to RSD Transportation - provides a copy of permit and completes background check (need email and credit/debit card) approximately \$50 (reimbursable after 45 day probationary period).
- Background check clears...
- RSD Transportation sends candidate for drug testing and physical.
- Drug test and physical clears...
- RSD Transportation provides Entry Level Driver Training (part one) is Theory training online with a minimum passing score of 85% to move to part two.
- RSD Transportation provides Entry Level Driver Training (part two) is Behind the Wheel training with a minimum passing score of 85% to move on.
- RSD Transportation will report ELDT scores to the Federal Motor Carrier Safety Administration.
- RSD Transportation will provide a minimum of 24 hours of driver training required by the state and report completion.
- RSD Transportation and candidate will schedule test with Arkansas State Police
- Candidate goes to DMV upon passing Arkansas State Police Test - gets commercial license
- Candidate goes to RSD Transportation - provides a copy of Commercial Drivers License
- Completion of this process qualifies candidate to be considered for hire.

**NOTE:** Anyone who is adding an endorsement or never held a bus driving position is required to complete the full ELDT program which counts toward the required 24 hours of training by the state before they can be released to test.

**Step 1:** Apply online <https://www.rsdk12.net/page/transportation> (Candidates already in possession of a CDL with Passenger and School Bus Endorsement may skip to the end of step 9 upon completion of step 1)

**Step 2:** Go to the Revenue Office located at 105 S. Rochester Avenue, Russellville AR and purchase a CDL Packet.

**Step 3:** Schedule your written test @ one of the following locations.

1. General Knowledge (50 Questions)
2. Air Brakes (25 Questions)
3. School Bus (20 Questions)
4. Passenger (20 Questions)

**Arkansas State Police DL/CDL Facility 765 Hob Nob Road Russellville, AR**

OR

**Dardanelle City Hall 120 North Front Street Dardanelle, AR**

NOTE: Although you are tested over these 4 sections, some of the information may come from other sections in the training manual. ***It is important to read and understand the complete manual before attempting to pass the test.*** Pay special attention to anything you see about air brakes throughout the manual.

**Step 4:** Go back to the revenue office with your score results sheet and get your “learner's permit” for CDL. **You must possess this learner's permit for at least 2 weeks before the state will allow you to take the driving portion of the certification.**

**Step 5:** Complete a background check with the transportation office. You will use a **credit/debit card** in the amount of 2 transactions totaling **\$49.25**. **The candidate is reimbursed for these charges after 30 days of employment.** You will also need an active email address to complete this process.

**Step 6:** RSD Transportation will schedule a Pre-Employment Drug Screening and Bus Driver's Physical.

Note: Any candidate for a bus driver's physical that has Type 1 Diabetes must provide documentation from their primary care physician that the Diabetes has been controlled for at least 6 months.

**Step 7:** Contact the RSD Transportation office for the next two phases of your ELDT, theory and behind the wheel. We will assign approximately 9 hours of online training to complete with a passing score of at least 85%.

Then we will schedule your behind the wheel training. Candidate must be punctual and consistent while receiving driver training. Failing to show up for a scheduled training session may result in the discontinuation of your training process. This will have a final assessment that must score at least 85%.

**Step 8:** Candidate will complete a minimum of 24 hours of training before attempting the final CDL test with the ASP. RSD Transportation will schedule a test date and time for you with ASP or ADE testing site.

**Step 9:** Candidates with a current CDL with a S and P endorsement must provide proof that they have attended a State Safety Meeting within the past year. Candidates are required to pass a checkout assessment with one of our RSD Transportation trainers.

**Step 10:** Once you have earned your CDL, passed the background check, passed the Bus Driver's Physical, and passed the Pre-Employment Drug Screening you are eligible for consideration for hire.

**Step 11:** When you are offered a substitute/trip driver position you will drive for RSD Transportation for a minimum of 45 days before you may be considered for a Bus Route Contract. Your performance is evaluated after 45 days at the Transportation Director's discretion to extend the probationary period (minimum of 1 year probation).

Bus Driver Candidates must be punctual, professional, and have extremely good attendance habits.

Only Contracted Route Drivers are eligible for Health Insurance through the district.

Reimbursement for CDL testing charges and background check will not occur unless the candidate gains employment at Russellville School District as a bus driver.

**No part of this process guarantees employment with RSD Transportation in any form until the Transportation Director places you on the driver list after completion of Step 10.**