



# **Transportation APPRENTICESHIP PROGRAM**

**Apprenticeship Training Program for  
Bus Drivers and Bus Assistants**

**A partnership between  
Newport News Public Schools, Thomas  
Nelson Community College and Virginia  
Department of Labor and Industry**

**NEWPORT NEWS**



**PUBLIC SCHOOLS**

**Purpose:**

The purpose of the Apprenticeship Program is to ensure the professional development of Bus Drivers and Bus Assistants by providing relevant, educational & on the job training. Employees may earn increases to their salaries with successful completion of level requirements.

**Benefits:**

Some of the benefits to the staff will be:

- increased pay for a higher level of skills
- National Association of Pupil Transportation (NAPT) approved coursework
- increased knowledge & skills in pupil transportation
- no charge to the employee for coursework

The school system will benefit by having a highly qualified work force that will ensure safe transportation for students.

**Who is eligible?**

Any contracted employee, who is in good standing, is eligible to enroll. Employees must have at least a high school diploma or GED to participate in the program. Participation in the program is voluntary. If an employee chooses not to participate, he/she will continue to benefit from the standard pay scale.

**How do I enroll?**

Obtain an Apprenticeship Application Form from the Transportation office during the application period. Send the completed copy to the Transportation office. Please contact the Transportation office for application period dates.

**Can I receive credit for prior coursework?**

After review by the Transportation supervisor & the TNCC representative, credit may be given. Documentation/transcripts will be required. A passing grade of "C" or better will be required as a minimum before credit is given.

**Expectations:**

- The Apprentice is expected to maintain a passing grade, "C" or better in all courses.
- The Apprentice is expected to attend all scheduled courses. If an Apprentice has more than one (1) unexcused absence he/she will be removed from the program. The Apprentice is responsible for seeking approval for absences from the Transportation Supervisor and it is his/her responsibility to make up all work missed.
- If the Apprentice has any work performance issues or disciplinary occurrences while in the program it will result in the Apprentice being dropped from the program.
- The Apprentice is expected to be prepared for class and complete all required assignments by the due dates given. The Apprentice should contact the Transportation Supervisor immediately if unable to adhere to any deadlines.

## Year 1 Requirements:

### ***Bus Driver & Bus Attendant - Year 1 Course Schedule***

October 2015 - 4 weeks; 16 hrs		March 2016 - 5 weeks; 20 hrs	
Program Requirements	2	Spanish I	20
Keys to Effective Communication	5		
Student Transportation Orientation	8		
Team Building	1		
November 2015 - 3 weeks; 12 hrs		April 2016 - 3 weeks; 12 hrs	
Computer Training - Office Suite	8	School Bus Routing & Scheduling I	4
Steering Clear of Liability	3	Key Driver Training	4
Team Building	1	Team Building	1
December 2015 - 3 weeks; 12 hrs		May 2016 - 4 weeks; 16 hrs	
Transporting Students w/ Special Needs	7	Math I	10
Great Customer Service Begins w/ Me	2	Dispatch Training	5
Team Building	1	Team Building	1
January 2016 - 4 weeks; 16 hrs		June 2016 - 4 weeks; 16hrs	
Behaviors of Successful People	5	Dispatch Training	15
English I	10	Team Building	1
Team Building	1		
February 2016 - 4 weeks; 16 hrs		July 2016 - 3 weeks; 12hrs	
Edulog	8	Dispatch Training	10
Parent, Administrator, Board & Public Outreach	4	Team Building	2
Legal & Regulatory Fundamentals	4		
Team Building	1		

### **Successful Year 1 Completion will include:**

- Successful completion of all required coursework
- Completion of all on the job training
- Receive a recommendation from Transportation Area Supervisor and Transportation Supervisor
- Satisfactory performance evaluation

### **Year 1 Rewards:**

- A 3.5% salary increase and a title of Master Bus Driver I or Master Bus Assistant I

**Year 2 Requirements:**

<b><i>Bus Driver &amp; Bus Attendant - Year 2 Course Schedule</i></b>			
<b>October 2016 - 4 weeks; 16 hrs</b>			<b>March 2017 - 4 weeks; 16 hrs</b>
School Bus Routing & Scheduling II	4	Spanish II	14
Adverse Weather Conditions	6	Leadership Skills	2
Student Needs & Management	4		
Leadership Skills	2	<b>April 2017 - 3 weeks; 12 hrs</b>	
		Spanish II	6
<b>November 2016 - 3 weeks; 12 hrs</b>		Train the Trainer/New Driver Training	4
English II	10	Leadership Skills	2
Leadership Skills	2		
<b>December 2016 - 3 weeks; 12 hrs</b>		<b>May 2017 - 5 weeks; 20 hrs</b>	
Math II	10	Train the Trainer/New Driver Training	18
Leadership Skills	2	Leadership Skills	2
		<b>June 2017 - 4 weeks; 16hrs</b>	
<b>January 2017 - 4 weeks; 16 hrs</b>		Train the Trainer/New Driver Training	14
Computer Training - Office Suite	8	Leadership Skills	2
Student Management for School Bus Drivers	3		
Confidential Records Training	3	<b>July 2017 - 3 weeks; 12hrs</b>	
Leadership Skills	2	Train the Trainer/New Driver Training	4
		Leadership Skills	5
<b>February 2017 - 4 weeks; 16 hrs</b>			
McKinney-Vento Act & Student Transportation	3		
Child Passenger Safety Restraint System	4		
Managing Behaviors of Students w/ Special Needs	4		
Leadership Skills	4		

**Successful Year 2 Completion will include:**

- Successful completion of all required coursework
- Completion of all on the job training
- Receive a recommendation from Transportation Area Supervisor and Transportation Supervisor
- Satisfactory performance evaluation

**Year 2 Rewards:**

- A 3.5% salary increase and a title of Master Bus Driver II or Master Bus Driver II