

SECTION I: EMPLOYMENT

F. HIRING PROCEDURE

1. Full-time bus drivers

The procedure for placement of a school bus applicant into a full-time bus driver position is as follows:

- a. Applicant provides a written notice of interest as directed in the published advertisement.
- b. If an applicant fails to meet all required certification criteria, he/she will not be considered for any vacant position until certification is completed.
- c. All certified substitute driver applicants will be scored on the following items: Education Level; School Bus Driving Experience; CDL Driving Experience; School Bus Driver Knowledge; and School Bus Driver Pre-employment Screening.
- d. Each applicant will be scored once in a twelve-month period and the results will remain on file. For successive years, an applicant will have the opportunity to either use a prior year's score or to re-score in hopes of achieving a higher score.
- e. Once all applicants have been scored and ranked, a list of applicants for each advertised position will be submitted to the Superintendent for his recommendation to the School Board.
- f. The School Board will take the Superintendent's recommendation under advisement, and either approve or not approve his recommendation.
- g. Once the School Board has approved an individual for placement into a vacant school bus driver position, that individual will be notified by the Personnel Department of the School Board's decision.

2. Substitute bus drivers

Once the applicant has successfully completed all certification requirements outlined in **Section I.B.**, the applicant's name will be submitted to the School Board Personnel Committee for addition to the Approved Substitute Driver List.

3. Attendants

The procedure to apply for employment as a bus attendant is as follows:

- a. Complete appropriate application form (**See Appendix**).

- b. Submit the completed application and a copy of the applicant's birth certificate (or other acceptable document) to the Transportation Department.
- c. Submit a completed CDL physical examination to the Transportation Department.
- d. Submit proof of the successful completion of a basic first aid course. Applicants may be required to obtain additional first aid training at the discretion of the Transportation Supervisor (or designee) in order to meet the specific needs of students assigned to their bus.
- e. Complete a review of safety procedures pertaining to the transportation and securement of passengers with special needs.

ⁱ Revised Date July 1, 2008.