Chapter 81: Transportation

Rule 81.5 Employment Process. EMPLOYMENT OF SCHOOL BUS DRIVERS - DISTRICT RESPONSIBILITY Local school boards have the responsibility of providing safe and efficient transportation services for all entitled students. School districts that operate school bus fleets shall have a system for recruiting, screening and training school bus drivers. It is essential that acceptable school bus driver candidates be recruited as an initial step.

1. School districts shall complete the following procedures for the employment of bus drivers. 1. All candidates for the position of bus driver shall complete an application providing background information. A sample application is provided in Appendix A. All applications used by school districts shall contain, at a minimum, the information included in the sample State Department of Education bus driver application.

2. During the application process, the applicant must be informed of the SDE minimum qualifications and job description.

3. If a vacancy exists, the district may extend an offer of employment contingent upon compliance with the SDE Minimum Qualifications for School Bus Drivers and any additional local school board requirements.

4. The applicant should be informed that prior to employment the school district will acquire a copy of the applicant's driving record from the Mississippi Department of Education, Division of Transportation.

5. The school district shall establish a complete record file on applicants and persons employed as bus drivers.

6. In addition to acquiring the driving record history, school districts may complete a criminal history check on each applicant. Any history of criminal activity should be closely scrutinized prior to employment.

7. Suggested procedures to follow in the bus driver employment process:
   a. Review application, previous work history and consult with previous employer(s).

   b. Obtain an official copy of the applicant's driving record from the Mississippi Department of Education, Division of Transportation.

   c. If the applicant does not possess a CDL, provide training and assistance toward acquiring the CDL.

   d. Schedule the applicant for SDE school bus driver certification.

   e. Provide the applicant with any additional preparation or training required by the local school board.

f. Employ the applicant as a school bus driver, provided all requirements are met.

(SAMPLE FORM)

SCHOOL BUS DRIVER APPLICATION
SCHOOL DISTRICT

Name (First, Middle, Last)   Social Security Number   Phone Number
_____

_____
Address   City   State   Zip Code

Mark "x" one: Birth Date: License Number: Expiration Date:
 Male ( )   ___/___/_____   _____   ___/_____/_____
Female ( )

Restrictions:___

1. Have you previously been employed as a school bus driver?   Yes ___ No ___

If "yes", where? _____

Length of service?   From __/ _____/ _____ to ___ / _____ / _____

2. Have you completed a course in school bus driver training conducted by the MS State
Department of Education?   Yes _____ No _____

If "yes", what district? _____, _____   Date:_____
                            City   State

3. Have you ever been involved in a chargeable motor vehicle accident in which any person was
injured or killed?   Yes _____   No _____

If "yes", where? _____, _____ Date: _____
                      City   State

4. Have you ever been convicted of a misdemeanor or a felony? Yes _____No _____

If "yes", Where? _____, _____ Date: _____
                     City   State

5. Have you ever been convicted of any sex offense? Yes _____ No _____

If "yes", Where?_____, _____ Date: _____
<div align="center">City   State</div>

6. Has your driver's license even been suspended or revoked? Yes_____   No_____
Explain: _____

SCHOOL BUS DRIVER APPLICATION

7. List the name and address of your current and previous employers:

Employer _____
Address   _____
Dates   _____
Reason for Leaving _____
Job Titles and Duties _____

Employer   _____
Address   _____
Dates   _____
Reason for Leaving _____
Job Titles and Duties _____

Employer   _____
Address

_____
Dates _____
Reason for Leaving _____
Job Titles and Duties _____

Employer   _____
Address _____
Dates _____
Reason for Leaving _____
Job Titles and Duties _____

If selected as a bus driver, I agree to keep informed at all times of traffic rules and state and district rules; to observe such rules; and to attend any school bus driver training course sponsored by the state of school district. I also understand the school board will conduct a driver record check and may complete a criminal background check on applicants to drive a school bus.

I hereby certify the above answers to be correct.

_____   _____
Signature of Applicant   Date of Signature

Source: *Miss. Code Ann. § 37-1-3 (Revised 3/2012)*