

**WEST HOLMES LOCAL SCHOOLS
SCHOOL BUS DRIVER APPLICATION**

Full Name: _____ Date: _____

Address: _____
Number Street City Zip Code

Social Security Number: _____ Phone #: _____

Number of years driving experience: Car: _____ Truck: _____ Bus: _____

Type of license currently held: _____

License number: _____ Expiration Date: _____

How long have you lived at the above address? _____

Are you 21 years of age? _____

Email Address: _____

High School Attended: _____

Are you currently employed? _____

Employer: _____ Date Started: _____

Supervisor: _____ Number of Years Employed: _____

Self Employed: No: _____ Yes: _____

If not employed, Name of last employer: _____

Address: _____

Type of work done: _____ Years on this job: _____

Have you ever been involved in a traffic accident? _____

Have you ever been convicted of a felony? _____

Do you have a C.D.L? Yes _____ No _____ School Bus Endorsement? Yes _____ No _____

Are you willing to attend a school bus driver's course? _____

Person to be contacted in case of an emergency:

Name: _____ Address: _____

Phone #: _____ Relationship: _____

References: *Complete the following for three persons who are not related to you by blood or marriage who will give character reference.*

- | | <u>Name</u> | <u>Address</u> | <u>Telephone #</u> |
|----|-------------|----------------|--------------------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

Employment History: *Complete the following for your last three jobs.*

<u>Name of Company</u>	<u>Date (from/to)</u>	<u>Duties</u>	<u>Reason for leaving</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

I verify that information supplied in this application is correct and I release my Abstract Driving Record to the West Holmes Board of Education.

****Any person who knowingly makes a false statement is guilty of falsification under section 2921.13 of the Revised Code, which is a misdemeanor of the first degree.**

Signed: _____ Date: _____

******For Office Use Only******

I recommend this bus driver applicant for a substitute or regular driver.

Signed: _____ Date: _____

BUS DRIVER CERTIFICATION PROCEDURE WEST HOLMES LOCAL SCHOOLS

NEW DRIVERS

1. File school bus driver application with local superintendent. Application may be obtained from the district web page: www.westholmes.org.
2. Local school district approves or disapproves application.
3. Local school district office completes items B. and C. of the school bus driver Medical Examination form (T-8) and gives it to that prospective or returning driver.
4. Secure medical examination from the Holmes County Health Department.
5. Secure BCI/FBI records through fingerprinting at the Holmes County Sheriff's Office (this is at applicant's expense).
6. Successfully complete pre-service driver training course.

Proceed to "All Drivers" section below.

RETURNING DRIVERS

1. Local school completes appropriate contractual arrangements with the returning driver.
2. Local school office completes items B and C of the school bus driver Medical Examination form (T-8) and gives it to the returning driver.
3. Medical examination is secured from the Holmes County Health Department.
4. Local school approves or disapproves application.
5. Returning drivers will be fingerprinted every six years.

Proceed to "All Drivers" section below.

ALL DRIVERS

1. Secure or renew if necessary the Ohio C.D.L. license with bus driver endorsement at the State Examination post.
2. Be sure to keep the last three pages of the T-8 **intact**. A physical taken after May 1, (January 1 for new Drivers) is valid for the next full school year.
3. Present T-8, driver's license and proof of successful completion of pre-service and/or in-service requirement to the Transportation Supervisor.
4. West Holmes will secure the driving abstract and, if everything is in order, will certify the driver.
5. Following certification, the Transportation Supervisor will:
 - a. Return the driver's copy of the T-8 and the bus driving certificate to West Holmes Local Schools, 28 W Jackson Street, Millersburg;
 - b. File the superintendent's copy of the T-8, copy of the valid driver's license, and proof of successful completion of Pre-service and /or inservice requirement in the driver's folder.