

Bus driver master record – onboarding process

DATE COMPLETED HIRING AND SELECTION PROCESS

- _____ Applicant complete and sign local application
- _____ Get references and have employee sign permission to contact forms
- _____ Interview – be sure to ask about driving record
- _____ Add driver into ODE website – SFPS add driver
- _____ Have applicant sign FMCSA background check forms
- _____ Send FMCSA background check forms to previous employers
- _____ Check BMV report – must add into ODE SFPS in order to check (24 hrs delay)
- _____ BCII Background check – State and Federal (cannot hire until results received)
- _____ Make reference check contact
- _____ Send applicant for T-8 bus driver physical
- _____ Send applicant for Pre-employment drug test

TRAINING AND LICENSING

- _____ Purchase and acquire CDL temporary permit
- _____ Attend Ohio Pre-service School Bus Driver Training Class
- _____ On-The –Bus training with certified On Bus Instructor
- _____ CDL skills test – will be scheduled by trainer/supervisor
- _____ Purchase CDL – after successful CDL skills test (license # _____)
- _____ Other misc training required by school or agency – first aid, cpr, handicapped
- _____ Review district policies, transportation handbook, emergency procedures
- _____ Add to district driver pool for drug and alcohol random tests

CERTIFICATION & HIRING

- _____ Input T8 medical information into ODE/SFPS
- _____ Input T9 training info into ODE/SFPS
- _____ T9 certificate approved by state (certificate number: _____)
- _____ Follow district process for formal hiring
- _____ Route observation with experienced driver and students on board. Conducted with an OBI
- _____ Drive a route with an experienced driver and students on board. Conducted with an OBI
- _____ Annual Driving Certificate – Superintendent issued

The above requirements have been completed in accordance with National, State, and Local regulations.

_____ Transportation Supervisor Signature/Date