

JOINT SCHOOL DISTRICT NO. 2

TRANSPORTATION DEPT

50 NORTH WARD AVE

MERIDIAN, IDAHO 83642

PHONE (208) 855-4440

FAX (208) 855-4474

TRANSPORTATION APPLICATION

PLEASE USE BLACK INK ONLY. UPPER CASE LETTERS ARE REQUIRED IN TEXT BOXES.

FIRST NAME										MI	SOCIAL SECURITY									
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NOTICE TO JOB APPLICANTS
PLEASE READ BEFORE FILLING OUT APPLICATION

It is our obligation to provide safe and dependable school bus transportation for all eligible students in the district. Drivers will be selected for hire and training based on their ability to pass a Department of Transportation (D.O.T.) physical, past bus driving experience, truck driving experience, road test results, background and driving record check, and personal interview. If selected, you will be required to complete all necessary classroom and in-bus training. It is the employee's responsibility to perform his/her job satisfactorily, exercise good judgment, and assist the district in meeting it's obligation for student transportation at all times.

Bus driver applicants must be at least 21 years of age, in good health, and have a good driving record.

Employment will not be approved for anyone convicted of the following:

1. Any felony, reckless driving, inattentive driving, negligent driving, or DUI.
2. More than six points on a driving record in the previous 36 months.
3. Any misdemeanor involving moral turpitude, including but not limited to injury to children, enticing children or disseminating material harmful to minors.
4. Any traffic violation that carries a mandatory suspension or revocation of personal or CDL license within the previous 36 months.

If you are claiming veteran's preference you are responsible for providing required documentation related to your service of ninety (90) days of continuous activity duty or wartime duty and documentation of an honorable discharge at the time of application.

Joint School District No. 2 is an Equal Opportunity Employer. No question on the application is used with the purpose of limiting or excluding an applicant's consideration for employment on a basis prohibited by local, state, or federal law. Selections are made without regard to race, sex, religion, age (over 21), or national origin.

We appreciate your interest in employment with Joint School District No. 2. If you are chosen for this position your employment with the District would be "at will." **Employment at Will means that the employee or the District may terminate the employment relationship with or without cause, and with or without notice, at any time.**

I further understand that this is an application for employment, and that no employment contract is being offered herein.

AGREEMENTS, CERTIFICATIONS, CONSENTS

I certify that all information contained in this application packet is correct and complete, and understand that falsification or omission of information is grounds for refusal to hire, or if hired, immediate dismissal.

I authorize an inquirer to collect information relating to data contained in my application, my character, general reputation, and personal qualities. I authorize all individuals and any organizations or agencies, including Idaho Bureau of Criminal Identification, and Department of Law Enforcement, who possess information about me to release to Joint School District No. 2, and its designated representatives, all such information and to allow copying of data. Joint School District No. 2 will hold such information received as "confidential" and implement procedures to prevent unauthorized access by any other agency or person. I understand that information furnished by me, or obtained as a result of inquiry will be considered part of the evaluation of my qualifications for the type of work requested. I release and hold harmless each person or entity and Joint School District No. 2, and designated representatives from all liabilities or claims arising from any inquiry or release of any information concerning myself to Joint School District No. 2, either presently existing or as further modified.

I understand the importance of safety in transportation and realize that drug and alcohol consumption may detrimentally affect my ability to work or drive safely. If I am employed by Joint School District No. 2, as a condition of employment, I will never illegally use or possess alcohol or other intoxicating substance within eight hours prior to operating, repairing or servicing any vehicle used to transport passengers. I understand that any violation of this condition is cause for discharge without prior warning. I understand as a part of my application process, and if employed, during my employment, I may be required to submit to drug and alcohol testing. Testing will also be required for any accident involving a district owned vehicle or for probable cause.

I have read and fully understand the foregoing information. If I am hired, this document will become part of my application and personnel file. (Signature is required if application is submitted.)

SIGNATURE

DATE

Please give a brief summary of your educational background and training, beginning with high school graduation: _____

List courses you have completed in school bus driver training:

Date _____	Course _____	Place _____
Date _____	Course _____	Place _____
Date _____	Course _____	Place _____

Have you had training in:

_____ First Aid	_____ Sign Language
_____ CPR	_____ Lip Reading
_____ Office Procedure	_____ Computer Use
_____ Dispatching	_____ Other _____

List previous experience in working with special needs students: _____

Beginning with your present or most recent job, describe employment history for the past ten years. Include military service and periods of unemployment.

Date _____ Position _____
Employer _____ Address _____
Supervisor _____ Telephone _____
Reason for leaving _____

Date _____ Position _____
Employer _____ Address _____
Supervisor _____ Telephone _____
Reason for leaving _____

Date _____ Position _____
Employer _____ Address _____
Supervisor _____ Telephone _____
Reason for leaving _____

Date _____ Position _____
Employer _____ Address _____
Supervisor _____ Telephone _____
Reason for leaving _____

(Use back if additional space is needed)

List two personal or professional references. Do not list relatives or former employers.

NAME	ADDRESS	PHONE
NAME	ADDRESS	PHONE

Other skills or qualifications you would like to have considered: _____

Will you submit to a physical exam as required for employment?

Yes No

Will you submit to pre-employment and random drug/alcohol testing?

Yes No

Emergency Contact Information:

ADDRESS	PHONE	NAME
NAME	ADDRESS	PHONE

Unless otherwise specified herein, I authorize all persons listed as my references and all former employers to release information to Joint School District No. 2 relative to my education, training, qualifications, work history, and general fitness for employment. I understand that false or misleading information given in my application may result in having my application for employment revoked. I also understand that I am required to abide by all school district rules, regulations, and policies.

As per Idaho Code 65-5-1/65-503: "Eligible veterans are provided advantages in public employment in Idaho, including preference for initial employment and retention in the event of layoffs...in all public employment, excluding key employee positions, the hiring official shall give preference to the employment of a veteran...a veteran may be deemed unqualified through his or her actions. Examples of such actions include dismissal for cause from a public entity, a felony conviction, or conduct unbecoming a public employee."

Are you claiming veteran's preference? Yes No

Have you previously claimed such a preference? Yes No

Ethnicity: Not required but requested to assist for State and Federal reporting purposes.

Select all that apply: White Black Hispanic Asian Multi-Racial
 American Indian or Alaska Native Native Hawaiian or Pacific Islander

Gender: Not required but requested to assist for State and Federal reporting purposes.

Male Female

We appreciate your interest in employment with Joint School District No. 2. If you are chosen for this position your employment with the District would be "at will."

Employment at Will means that the employee or the District may terminate the employment relationship with or without cause, and with or without notice, at any time.

I further understand that this is an application for employment, and that no employment contract is being offered herein.

I certify that answers given herein are true and complete to the best of my knowledge.

I HAVE READ AND UNDERSTAND THE ABOVE.

SIGNATURE

DATE

Return the **signed, completed** application to the Transportation Dept. 50 North Ward Ave

OFFICE USE ONLY	
Hired ____ Yes ____ No	If no, explain _____
Hire Date _____	Date Training Started _____
Date started full time: _____	Job Assignment _____
Approval _____	_____
SIGNATURE	TITLE
_____	_____
SIGNATURE	TITLE

**FAX COMMUNICATION
REQUEST FOR PAST DRUG & ALCOHOL INFORMATION**

Date _____ Pages _____

To _____ From _____

Attn _____ Attn _____

Fax _____ Fax _____

1. _____, SS# _____ worked for your company since 01/01/95 as a commercial vehicle operator? _____ Yes _____ No
2. If yes on question 1, did he/she take a drug /alcohol test while employed at your company? _____ Yes _____ No
3. If yes on question 2, did he/she test positive for illegal drugs or alcohol for any such testing conducted by your company since 01/01/95?
_____ Yes _____ No

The nature of this request is urgent and I request that your response be faxed directly to my attention. If your answer to question is yes, please call and notify me of such information so that I can receive your fax in a confidential manner.



**EMPLOYEE CONSENT FOR RELEASE OF INFORMATION
(IF YOU CURRENTLY HAVE A CDL, PLEASE COMPLETE THIS PORTION)**

Employee Name _____ Date _____
PLEASE PRINT

I consent to release of the above information regarding any drug and alcohol test results performed during my employment with _____ as required by DOT.
NAME OF COMPANY

SIGNATURE

SOCIAL SECURITY #

**MERIDIAN JOINT SCHOOL DISTRICT NO. 2
DRUG AND ALCOHOL TESTING OF EMPLOYEES REQUIRED TO POSSESS
A COMMERCIAL DRIVER'S LICENSE**

**CONTROLLED SUBSTANCE TESTING CONSENT FORM
(PROSPECTIVE EMPLOYEES)**

As a part of my application for employment as a driver of a motor vehicle for Joint School District No. 2, I consent to a drug/alcohol test as required by federal regulations.

I understand that if I test positive for illegal drugs or alcohol, I will not be offered employment.

I understand that the collection, testing and reporting of my specimen will be done in accordance with Department of Transportation (DOT) regulations relating to the testing of controlled substances. If I am taking any prescription medication at the time of my drug test I will be offered an opportunity to discuss that with a Medical Review Officer, if my test comes back positive for illegal drugs.

I consent to the release of my test results received by the District's drug/alcohol testing provider, as the representative of the Medical Review Officer to management officials at Joint School District No. 2 and understand that those test results will be held in confidence by them.

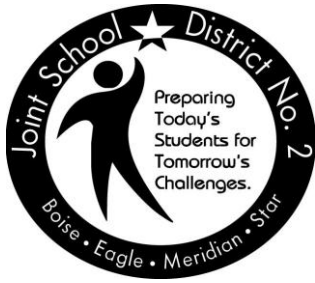
I further give consent to Joint School District No. 2 to contact those employers for whom I have worked as a vehicle operator for the past two years for the purpose of verifying from my past employers whether I have tested positive for illegal drugs or alcohol, or have refused to test when requested to do so. I consent to the release of that information by those employers for whom I have worked for the past two years as a vehicle operator. I further understand that if it is determined that I have tested positive for drugs/alcohol, I will not be offered employment by the District.

APPLICANT'S PRINTED NAME

APPLICANT'S HOME PHONE #

APPLICANT'S SIGNATURE

DATE



**JOINT SCHOOL DISTRICT NO 2
PUPIL TRANSPORTATION DEPARTMENT
50 NORTH WARD AVE, MERIDIAN, ID. 83642**

Probationary Status

Policy Code: 402.2

All new classified employees are hired on a 180 working day probationary period. Employees will be provided a written evaluation of performance during probationary period. The employee will also be notified whether employment will be continued beyond probation or terminated. Any probationary employee who terminates employment within ninety (90) working days of hire date will be required to reimburse the District for the costs of training, drug testing, physical exam, and background check. The total amount will be deducted from the final paycheck or the employee will be billed by the District.

I have read the above policy and understand the probationary time period. I also understand that if I terminate employment with Joint School District No. 2 within ninety (90) days of my hire date, I will be required to reimburse the District for the cost as stated above.

EMPLOYEE'S SIGNATURE

DATE

Approved 3-10-03

MERIDIAN SCHOOL DISTRICT
CLASS SPECIFICATION

BUS DRIVER

Class Code Number:
FLSA Designation: Non-Exempt

Pay Grade:
Effective Date:

General Statement of Duties

Provides safe and efficient transportation of students to and from District schools; performs related work as required.

Classification Summary

The primary function of an employee in this class is to safely operate a school bus, providing routine, safe, and efficient transportation of students and other passengers to and from District schools and other assigned locations on school-related activities. The work is performed under the supervision of the Transportation Supervisor. The primary duties of this class involve driving and are performed in an outdoor environment that may involve exposure to adverse weather conditions and traffic hazards.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities:

- Conducts pre-trip inspection of bus to assess safety, mechanical condition, and operability;
- Transports students and other passengers to and from District schools in a safe, timely, and efficient manner, obeying traffic and other applicable regulations;
- Transports students and other passengers to and from other assigned locations on field trips and other school-related activities in a safe, timely, and efficient manner, obeying traffic and other applicable regulations;
- Maintains order among student passengers using prescribed disciplinary methods, including issuing citations;
- Confers with supervisors, parents, and other interested and affected persons about disciplinary problems following District procedures;
- Reports traffic and safety hazards, emergencies, and related incidents and problems to dispatchers;
- Reports mechanical, safety, and other operating problems to designated mechanic or supervisor;
- Maintains seating chart, passenger load, trip reports, route reports, disciplinary action, and other required records, logs, and documents;
- Conducts emergency drills, evacuations, and related drills as prescribed;
- Cleans and maintains interior of bus in a neat and orderly manner;
- Performs other duties as required;
- Performs all work duties and activities in accordance with federal, state, and District policies, procedures, and safety practices.

Knowledge, Skills and Abilities

Knowledge of:

- Methods, techniques, and objectives of driving a school bus;

- Federal, state, local, and other applicable traffic and safety laws, regulations, ordinances, and codes;
- District safety, driving, disciplinary, and other applicable policies and procedures;
- Departmental programs, policies, and operations as applied to the work performed.

Ability to:

- Follow written and oral instructions and observe department policies and procedures;
- Operate and inspect a motor vehicle, specifically a school bus;
- Operate two-way radio equipment;
- Comprehend routes, maps, and schedules;
- Communicate effectively, verbally and in writing;
- Maintain a professional demeanor during stressful situations;
- Establish and maintain effective working relationships with students, principals and administrators, parents, supervisors, other employees, the public, and others;
- Respond to requests in a courteous and effective manner;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency; and
- Some experience in school bus operations; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Valid Idaho driver's license with Class B CDL passenger and air brake endorsements;
- CPR and First Aid certification preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, discern warning and safety alarms such as sirens and vehicle backup alarms, and communicate effectively with others, in person and by two-way radio;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, maps, routes, and schedules and drive safely in inclement weather conditions and heavy traffic;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a motor vehicle, and specifically a school bus;
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to sit and operate a motor vehicle for long periods of time and work in a school bus/public transportation environment and must be able to lift up to 20 pounds.