

JOINT SCHOOL DISTRICT NO. 2

**TRANSPORTATION DEPT**

50 NORTH WARD AVE

MERIDIAN, IDAHO 83642

PHONE (208) 855-4440

FAX (208) 855-4474

**SPECIAL NEEDS BUS ASSISTANT APPLICATION**

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

FIRST NAME															M I		
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LAST NAME																	
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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 special needs students in the district. If selected, you will be required to complete all necessary classroom or in-bus training. It is the employee's responsibility to perform his/her job satisfactorily, exercise good judgement, and assist the district in meeting its obligation for student transportation at all times.

Bus assistant applicants must be at least 18 years of age, and in good health.

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

1. Any felony
2. Any misdemeanor involving moral turpitude, including but not limited to injury to children, enticing children or disseminating material harmful to minors.

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 for 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 18), 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.)

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SIGNATURE

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DATE



**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:**

NAME	ADDRESS	PHONE
_____	_____	_____
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 \_\_\_\_\_

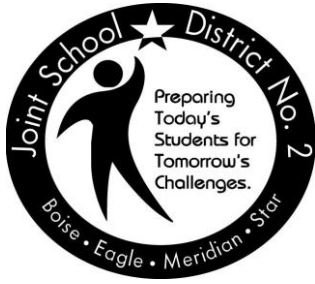
Approval \_\_\_\_\_

SIGNATURE

TITLE

SIGNATURE

TITLE



**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

## **JOB DESCRIPTION**

**TITLE:** Assistant for Special Education Students

**QUALIFICATIONS:** Be able to work calmly and constructively with special education students and to assist the bus driver with student management.

**REPORTS TO:** Transportation Supervisor and Bus Driver

**JOB GOAL:** Assist the bus driver, the students, and their special needs.

**PERFORMANCE RESPONSIBILITIES:**

1. To maintain an atmosphere on the bus that allows the driver to keep his/her attention on driving the bus.
2. Assist students with loading and unloading and work with the driver to develop an evacuation procedure for students with special needs.
3. Assist driver in properly handling the cleanup of body fluids expelled by the students onto their clothes, the bus floor and seats.
4. Attend training sessions as may be necessary to keep abreast of any changes and developments in the handling of special education students and equipment.
5. Perform such other tasks and assume such other responsibilities as may be assigned.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the School Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy.

Approved: 10-25-88