

OFFICE OF SCHOOL IMPROVEMENT, OVERSIGHT AND RECOVERY
Summary of State Board of Education Agenda Items
February 16-17, 2012

OFFICE OF SAFE AND ORDERLY SCHOOLS

- 09.J. Approval to revise State Board Policy 7905 – Employment Process
(Has cleared the Administrative Procedures Act process with no public comment)

The suggested changes to State Board Policy 7905 – Employment Process are underlined in bold and the deletions are strikethroughs.

Recommendation: Approval

Back-up material attached



Mississippi Department of Education

DESCRIPTOR TERM: Employment Process	CODE: 7905
ADOPTION DATE:	REVISION: March 21, 2012 May 21, 1993

STATE BOARD POLICY

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.

APPENDIX A
SCHOOL BUS DRIVER APPLICATION

SCHOOL DISTRICT
(SAMPLE FORM)

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: _____
City State

6. Has your driver's license even been suspended or revoked? Yes ____ No ____

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



Mississippi Department of Education

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SCHOOL BUS DRIVER APPLICATION

 SCHOOL DISTRICT

(SAMPLE FORM)

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

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If "yes", where? _____ Date: _____
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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 ____

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6. Has your driver's license even been suspended or revoked? Yes ____ No ____

SCHOOL BUS DRIVER APPLICATION

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Signature of Applicant

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