

## Franklin County Schools Bus Driver Employment & CDL Checklist

**Applicant** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Street Address (E-911)** \_\_\_\_\_

**City** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_

\_\_\_\_\_ Application for Employment (49 CFR 391.21)

\_\_\_\_\_ Preliminary background check by Supervisor - Transportation.

\_\_\_\_\_ Medical Examiner's Certification -- CDL Physical (49 CFR 39.43) -- Forms 649-F (full doctor's form) and 651-FS-L2 (card) – Copies required for Health file.

\_\_\_\_\_ Request Form 2 C (Certificate of Eligibility) from Supervisor - Transportation signed by Director of Schools (TCA 49-6-2107). This enables the prospective driver to take the applicable test(s) but is no guarantee of a job offer.

\_\_\_\_\_ Pre-employment DOT 5-Panel split urine drug screen (49 CFR 391.23 a)

\_\_\_\_\_ Moving Violations Report / Driving Record – Three years (49 CFR 391.23 b)

\_\_\_\_\_ Obtain Commercial Driver's License with appropriate PS endorsements including Driver's Road Test Certification or Equivalent (49 CFR 391.31). CDL is to be presented to Supervisor of Transportation and Safety – copy required

\_\_\_\_\_ Request Franklin County Schools Human Resources Office to do fingerprinting and Criminal Background Check (Sex Offenders Check and inquiry to previous employers – three years) (49 CFR 391.23 (a) (2) & (c).

\_\_\_\_\_ Makes arrangements for and attend next available THP certification class and safety in-service; arrangements by Supervisor.

\_\_\_\_\_ **Letter of Recommendation** to employ must be submitted to the Director of Schools by Supervisor. The recommendation must be approved prior to driving a school bus. The approval may be pending satisfactory results of the Criminal Background Check.

\_\_\_\_\_  
Supervisor – Transportation, Safety, and Facilities

\_\_\_\_\_  
Date