

(SCHOOL DISTRICT)

HIRING PROCEDURE – NEW BUS DRIVERS

The Committee will consist of at least four individuals:

- Building Administrator
- Transportation Assistant
- Officers of the Bus Drivers Association

Once the deadline for applications has expired the committee will convene and begin to rate each of the candidates. The rating scale will be used as a guide in the selection process. Prior to each candidate being evaluated, committee members will share any pertinent information about the respective candidate as far as his/her capabilities as a bus driver. Each committee member will then rate each candidate using a 5-point scale with one being low and five being high in the following nine categories:

Candidate's Name: _____ Date: _____

- | | | | | | |
|---|---|---|---|---|--|
| 5 | 4 | 3 | 2 | 1 | 1. Does the driver follow the basic safety rules while driving? |
| 5 | 4 | 3 | 2 | 1 | 2. Does the driver relate to the students in a positive way? |
| 5 | 4 | 3 | 2 | 1 | 3. Does the driver reflect a positive attitude? |
| 5 | 4 | 3 | 2 | 1 | 4. Does the driver follow directions and established routines? |
| 5 | 4 | 3 | 2 | 1 | 5. Does the driver cooperate with the other drivers and the transportation assistant? |
| 5 | 4 | 3 | 2 | 1 | 6. What is the seniority rank of the driver with regards to the other sub driver? (Seniority is defined by the length of their continuous service.) |
| 5 | 4 | 3 | 2 | 1 | 7. Has the driver made himself/herself available to drive when needed? |
| 5 | 4 | 3 | 2 | 1 | 8. Has the driver shown loyalty to the school district and transportation system? (Does the driver have other jobs that may interfere with his/her availability to drive?) |
| 5 | 4 | 3 | 2 | 1 | 9. Does the driver demonstrate a willingness to drive all routes? |

_____ **Total Points**

Once each committee member has completed the rating process, the committee members will then combine their scores and each candidate will be given an overall score. A final discussion will then take place in an effort to recommend the best candidate for the available position.