

## **HIRING PROCEDURE FOR NEW SUBSTITUTE BUS DRIVERS**

1. Trainer receives application (form/paperwork).
2. Trainer reviews application for requirements (criminal/license/employment disclosures, education, etc.) and calls applicant to schedule meeting.
3. Trainer interviews applicant and discusses the hiring process, financial commitment, legal/personal requirements and job description. First time physically meeting applicant.
4. Trainer recommends applicant and if the applicant is still interested, a Michigan Commercial Drivers License (CDL) manual is issued.
5. Trainer discusses applicant with Supervisor.
6. Supervisor performs driver's license record check from the Michigan Department of State License Bureau (previous 5 years).
7. Central Office performs online criminal records check and requests a Disclosure of Unprofessional Conduct from applicant's former employers.
8. Central Office and Supervisor approves license/criminal/conduct information.
9. Trainer schedules the 12-minute personnel test with Operations or Personnel office and applicant.
10. Operations or Personnel office performs 12-minute personnel test and gives approval to move on, (minimum score of 15 without Directors approval).
11. Trainer contacts applicant to continue with Temporary Instruction Permit (TIP) certification. Cost to applicant is \$70.00 (not reimbursed).
12. Trainer informs applicant to contact our office when TIP is obtained from Secretary of State and submit copy for office file.
13. Trainer schedules interview with applicant and Supervisor. If satisfied, supervisor explains and has applicant sign a Conditional Offer of Employment stating requirements to be granted a substitute position.
14. Trainer gives applicant a DOT physical and drug screen kit, and instructs them to schedule their appointment so training can begin. Cost to district is \$94.69.
15. Supervisor reviews DOT physical and drug screen results.
16. Trainer, with Supervisor approval of DOT physical/drug testing, schedules applicant to begin training process. This segment of training consists of approximately 8-9 sessions, up to 35 hours (depending on the individual).
17. Supervisor and trainer continuously evaluate the applicant on their ability. Applicant will be paid \$156.00 for training hours (after passing State Road test).
18. Trainer schedules and accompanies the applicant for a state road test after successful completion of this segment of training. Cost to applicant is \$100 – reimbursed by the district after 6 months of active sub-driving.
19. Trainer provides applicant with forms and information on required fingerprinting.
20. Applicant schedules and completes fingerprinting and returns proof to trainer. Cost to Applicant \$70.00 (not reimbursed).
21. Applicant returns to Secretary of State for Temporary Operating Permit (TOP) license which allows them to train while transporting students. Cost to applicant is 18.00 not reimbursed.
22. Trainer enrolls applicant in the Beginning Bus Driver Certification Course at (ISD). (Class must be completed within a 90 day period).

23. (ISD). issues a “white card” to applicant (proof of enrollment) this is required to continue training. Cost to district is \$110.00.
24. Applicant receives course completion certificate. District pays the applicant \$179.04 for attending 24 hours of class time.
25. Dispatcher informs payroll department of new sub-driver.
26. New sub-driver continues training with other drivers on their runs until Supervisor/trainer both agree they are ready to sub-drive alone (Ranking Sub Date for Seniority list). During this segment of training, new sub-driver is paid hourly (\$11.50 per hour plus 24% for FICA and retirement. Average 12 hours, district cost \$171.00).
27. Supervisor notifies (School District’s Designated Company) to add new sub-driver to the random drug testing list.
28. Supervisor adds new sub-driver to district employee subscription with the Michigan Department of State License Bureau.
29. After successful sub-driving, applicant applies for a vacant permanent driving position. At this point, Supervisor schedules second interview with Director of Operations or Assistant Superintendent and forwards drivers file for interview.
30. Upon approval to hire, new employee starts 90 day probation period.
31. Supervisor monitors new driver and conducts 30 and 60 day reviews.
32. Prior to the end of the probation period, Supervisor rides with driver for final evaluation.
33. Supervisor recommends driver becoming permanent employee and informs personnel office.

**COST OF TRAINING**

**Applicant Expense**

Temporary Instruction Permit (TIP)	\$70.00
State on-road exam (reimbursed after 6 months)	\$100.00
Temporary Operators Permit (TOP)	\$18.00
Fingerprinting	<u>\$70.00</u>
	\$258.00

**District Expense**

DOT Physical and Drug Screen	\$94.69
In house training, paid to driver	\$156.00
State mandated training, paid to (ISD)	\$110.00
State mandated training paid to driver	\$179.04
In district training on routes, average 12 hours	\$171.00
On-Road exam reimbursement, after 6 months	\$100.00
Trainers time, average 32 hours	<u>\$586.00</u>
	\$1396.73

**Total cost to train and certify one new school bus driver \$1396.73**