

Series Number 403.3.1AR Adopted April 1981 Revised August 2015

Title Hiring Bus Drivers

1. Interview and Training Process

- 1.1 The Transportation Department receives applications, conducts preliminary interviews, checks applicants' driving records and references.
- 1.2 If the results of 1.1 are satisfactory, the applicants will be interviewed by the coordinator of transportation or designee.
- 1.3 If the results of the interview with the coordinator of transportation or designee are satisfactory, a district background check, physical and drug and alcohol screen will be conducted. Applicants without a Class B Minnesota driver's license with school bus endorsement will be required to complete the following:
 - 1.3.1 Obtain a Minnesota Class B driver's permit. (The district will provide the application with the appropriate State of Minnesota Driving Regulations and Licensing Requirements.);
 - 1.3.2 Obtain a Minnesota school bus endorsement. (The district will provide the applicant with the State of Minnesota Summary of Laws and Rules for Operation of School Buses.);
 - 1.3.3 Classroom instruction as provided by the District 196 Transportation Department;
 - 1.3.4 Behind-the-wheel training as provided by the District 196 Transportation Department, and
 - 1.3.5 Take the Minnesota behind-the-wheel driving test in a school bus.
- 1.4 Applicants who successfully complete sections 1.1-1.3 above may be hired.

2. Probation

- 2.1 The driver may ride with an experienced bus driver the first time they go on a route.
- 2.2 The driver may drive a route the second time with an experienced bus driver on the bus.
- 2.3 The driver must complete required training sessions within the first 90 days of employment.
- 2.4 At the end of the driver's first 90 days on the job, the driver will meet with the coordinator of transportation or designee.