

**ONslow COUNTY SCHOOLS
TRANSPORTATION DEPARTMENT**

248 Wilmington Hwy.
Jacksonville, NC 28540
Telephone (910) 455-5037
Fax (910) 455-5986

Application Date: _____

APPLICATION FOR EMPLOYMENT: School Bus Driver/Safety Assistant

Name: _____

Address: _____ Home phone: _____

City, State, Zip: _____ Cell phone: _____

Please circle the district you are interested in driving for:

Dixon	Northside	Southwest	White Oak
Jacksonville	Richlands	Swansboro	Special Needs

DRIVING RECORD

1. Do you currently hold a valid North Carolina Driver's License or NC CDL? Yes No
a. What is your North Carolina Driver's License or NC CDL number? _____
b. List all endorsements on your CDL: _____
c. Expiration date of license: _____

2. Have you ever had your driver's license cancelled? Yes No
If so, state the reason why and when: _____

3. List any traffic convictions (including PJC) in the last five (5) years:

4. Have you **ever** been convicted of or entered a pleas of nolo contendere (no contest) to a violation of law other than a very minor traffic violation? Yes No If yes, explain on a separate sheet. **Any false information submitted in this application shall constitute grounds for dismissal.** _____ Applicant's initials

I understand that a "Prayer for Judgment" or "PJC" is considered a conviction for purposes of disclosure of criminal record on this employment application. _____ Applicant's initials

5. Have you been convicted of DUI or DWI? Yes No
If so, state the location and date: _____

6. List any other states in which you have been licensed to drive in the last five (5) years:

EDUCATIONAL AND PROFESSIONAL TRAINING (Use this chart)

SCHOOL	Name & Location of Institution	Dates Attended	Academic Major	Degree/Diploma	Date Awarded
High School					
Business School					
College University					
Special Training					

WORK EXPERIENCE (List in reverse chronological order.)

Dates (Mo/Yr)	Employer	Location (City, Co., State)	Contact Number	Position Held	No. Mos.	Reason for Leaving	Salary
___ ___ ___ ___							
___ ___ ___ ___							
___ ___ ___ ___							
___ ___ ___ ___							
___ ___ ___ ___							

MILITARY EXPERIENCE

Branch of Service	Occupational Specialty (MOS)	Inclusive Dates	Type of Discharge

REFERENCES

It is the applicant's responsibility to have the following information provided to Onslow County Schools in order to be considered for employment.

List **previous/present supervisors** who know about your performance, character, personality and scholarship.

Name of Reference	Position/Relationship	Mailing Address	Phone (Work)	Phone (Home)

PERSONAL DATA/WORK HISTORY

List below all names which you have used, including maiden names, other married names or any other surname. Include all previous addresses under that name, employers/work location and beginning and ending dates of employment.

Dates	Name used at that time	Address (Street /City/State/Zip)	Place of Employment	Location
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____

GENERAL INFORMATION

Are you under legal or moral obligation to continue or accept employment elsewhere? _____

If yes, where? _____ Present Position _____

If presently employed, why do you wish to change? _____

Referral source: Advertising/Posting Job Fair Employee Friend Other (Explain) _____

Have you ever been discharged or requested to resign from a position? Yes No

Are you related by blood or marriage to any person now employed by the Onslow County School System? Yes No

If yes, give name(s) and relationship(s):

Name _____ Relationship _____

Name _____ Relationship _____

Are you a member of the North Carolina State Retirement System? Yes No

If yes, give your Active Register No. _____

Have you ever withdrawn your contributions from the North Carolina State Retirement System? Yes No

Do you meet the eligibility requirements to become a school bus driver (see pg. 5)? Yes No

I have read and understand the physical and legal requirements to be eligible to become a school bus driver (see pg. 5). _____ Applicant's initials

APPLICANT'S STATEMENT (required)

In your own handwriting, use the space below to provide any additional information about your training and personal background as well as why you would like to be an Onslow County Schools bus driver. If necessary, use a separate piece of paper to continue your statement and attach to this application.

The undersigned applicant/employee hereby expressly authorizes the Onslow County Board of Education, its agents and employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement or traffic records. I further authorize any former employer, person, firm, corporation, credit agency, administrative body or governmental agency to give to the Onslow County Board of Education, its agents or employees any information they may have regarding me. In consideration of the review of my employment application by the Onslow County Board of Education, its agents or employees, I hereby release the Onslow County Board of Education and any all providers of information to whom this release is sent from any liability as a result of furnishing or receiving this information.

I understand that any offer of employment is temporary and conditioned on a satisfactory criminal history check. I further understand that my failure to disclose a conviction for anything other than a very minor traffic violation may result in my immediate dismissal from my conditional employment.

Furthermore, I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statements made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school division.

Date _____ Applicant's Signature _____

NON-DISCRIMINATION POLICY

It is the policy of the Onslow County Board of Education not to discriminate on the basis of sex, race, religion, color, creed, national origin, disability, or age in its educational program, activities, or employment practices.

NOTE: FULLY COMPLETED APPLICATIONS WILL BE CONSIDERED!

CHAPTER ONE: *Driver Requirements*

(NCDOT, Division of Motor Vehicles, School Bus Driver Handbook)

Physical Requirements

School bus drivers must be physically and mentally competent to operate a school bus. To do this, you must be in good physical condition. A driver who is fatigued or has an illness that requires medication should not drive.

Recognizing that driving is a privilege and that some medical conditions might adversely affect driving performance and safety, the NC DMV monitors certain driver medical conditions. If questions arise about a school bus driver's physical condition, the DMV may require the driver, before or after school bus certification, to submit a completed medical report, which it provides.

Your physician will complete the report and forward it to the DMV Medical Section for approval/denial of driving privileges. Conditions that require medical screening may result in disqualification for school bus certification and/or a CDL and could have an impact on your regular driver's license. A person may withdraw from the medical review program if they no longer desire a CDL. Conditions that will require medical screening for school bus certification are:

- Loss or impairment of a limb;
- Diabetes;
- Clinical diagnosis of cardiovascular disease;
- Certain respiratory conditions;
- High blood pressure which affects the ability to operate a commercial motor vehicle;
- Rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular diseases;
- Epilepsy or any other similar condition;
- Mental or emotional disorder;
- Cannot perceive a forced whispered voice in the better ear at not less than 5 feet with or without a hearing aid;
- Use of a controlled substance, an amphetamine, a narcotic or any other habit-forming drug;
- A current clinical diagnosis of alcoholism.

A school bus driver must have acceptable vision:

- Distant visual acuity of at least 20/40 (Snellen) in each eye, with or without corrective lenses;
- Field of vision of at least 70° in each eye and
- Can recognize the colors red, green, and amber.

School bus driver applicants with medical conditions may discuss the conditions with DES. Only the Medical Review Section can make the actual determination of suitability for driving a school bus (the DES may make a determination concerning vision).

Legal Requirements

(19A NCAC 03G.0205)

1. Have a good driving record, including/not limited to:
 - Within the last twelve (12) months:
 - Not more than one conviction for a moving violation or
 - No conviction of:
 - reckless driving;
 - speeding in excess of 15 mph above the posted limit;
 - passing a stopped school bus or
 - a moving violation which caused an accident.
 - Within the past five (5) years:
 - No more than three convictions for moving violations;
 - No more than two convictions of moving violations which caused an accident;
 - No conviction of driving while impaired or
 - No instances of driver license suspension or revocation for moving violations.
 - For life: no more than one conviction of driving while impaired

Note: For certification purposes a Prayer for Judgment Continued (PJC) is considered a conviction (19A NCAC 03G.0201(1))

2. Recent state residents (of five years or less) must provide a copy of their driving record, from their former state of residence showing an acceptable driving history. Obtaining the driving record is the responsibility of the applicant. Drivers who transferred a CDL from another state are exempt from this.
3. Satisfactorily complete the school bus driver training course under the instruction of a DES. If a prospective school bus driver exhibits evidence of improper or unsafe driving practices, procedures or attitude, the DES has the authority to deny school bus certification.
4. Be at least 18 years of age with at least six months driving experience as a licensed motor vehicle operator.
5. Have school bus certification and a valid, proper CDL.
6. Be approved by the principal, transportation director, superintendent and board of education (GS 20-218).