To All Prospective Driver Certification Applicants

We welcome your inquiry and are happy to know of your interest in becoming a certified school vehicle driver for the School Bus Contractors of Calvert County Public Schools. Attached are the application forms and all related materials. If you desire additional information, feel free to contact me. A resume will NOT be accepted in lieu of completing the application in its entirety on the forms provided. You may attach a resume to supplement your work history, if you so desire.

You are asked to submit three references from persons who have directly supervised you and can relate to your success. Please ask these persons to complete and return the references in the envelopes provided. It has been our experience that references are received promptly if handled by the applicant. As a result we can process your application faster. Be sure to put your name in the space allotted at the top of the reference form before distributing them.

Your promptness in supplying the information requested would be greatly appreciated. However if the application is not completed in its entirety, I will not be able to process it and schedule the required classroom instruction.

Application files are maintained for a minimum of 6 months from the date received.

Sincerely,

Chuck Baker
School Vehicle Instructor
Transportation Department
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678
443-550-8778
CERTIFICATION
FOR SCHOOL VEHICLE DRIVER

IDENTIFICATION

Full Name

Social Security Number

Last  First  Middle

Permanent Address

Number & Street  City  State  Zip Code

Date of Birth  Home Phone  Business Phone  Other Phone

Mo / Day / Year  Area  Area  Area

DRIVING INFORMATION

Valid operator’s license held: CDL  Yes  No  Class  Expires

CDL Endorsements  License #

Years of Driving Experience:

Car – No. of years  Truck – No. of years  Bus – No. of years

Years of driving experience with a standard shift vehicle:

Car – No. of years  Truck – No. of years  Bus – No. of years

Have you ever driven a school bus?  Yes  No  For Whom?

How many years?  Who trained you?

Have you been in a traffic accident in which you were the operator of one of the vehicles involved?  Yes  No

Have you ever been convicted of any moving violation of traffic law(s)?  Yes  No

If “Yes”, state violation(s)

Has your license ever been suspended?  Yes  No  If “Yes”, when?

If “Yes”, state violation(s)

Are you willing to take training courses for school bus drivers and to attend periodic safety meetings?  Yes  No

EDUCATION

Highest Grade Completed  Elementary School  High School  College / University

Other Schools (Business School, Trade School, Etc.)

Revised 5/12/2015
**EMPLOYMENT EXPERIENCE** (Start with the last place of employment)
(List maiden name if used in previous employment) __________________________

<table>
<thead>
<tr>
<th>Employer’s Name</th>
<th>Employer’s Name</th>
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<tbody>
<tr>
<td>Address</td>
<td>Address</td>
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<td>Phone</td>
<td>Phone</td>
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</table>

From __________________ To __________________
From __________________ To __________________

<table>
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<tr>
<th>Your Position</th>
<th>Your Position</th>
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<th>Reason for Leaving</th>
<th>Reason for Leaving</th>
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<tr>
<th>Duties of Job</th>
<th>Duties of Job</th>
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<table>
<thead>
<tr>
<th>Supervisor’s Name</th>
<th>Supervisor’s Name</th>
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</thead>
</table>

**PERSONAL REFERENCES** (Should be job-related, if possible)

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<thead>
<tr>
<th>Name</th>
<th>Street &amp; Number</th>
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<tbody>
<tr>
<td>Phone No.</td>
<td>No. of years acquainted</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Street &amp; Number</th>
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<tbody>
<tr>
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<tbody>
<tr>
<td>Phone No.</td>
<td>No. of years acquainted</td>
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Revised 5/12/2015
CONVICTION OR DISMISSAL

Have you ever been convicted of a criminal offense? (Do not include minor traffic violations for which a fine of $100 or less was imposed.) ______ Yes ______ No

Have you ever been convicted of DWI or DUI for alcohol or any other drug? ______ Yes ______ No

Have you ever been dismissed, asked to resign or refused employment? ______ Yes ______ No

If your answer to any of the above questions is “Yes”, please provide details.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DRIVING RECORD

You must furnish a copy of your complete driving history to the Calvert County Public Schools Transportation Department prior to beginning the certification process. This driving history does not have to be a certified copy, but it must be a complete history.
________________________________________________________________________

WAIVER FOR CRIMINAL RECORD CHECK

This is my authorization to all law enforcement agencies to furnish a copy of my criminal record if any, to: Calvert County Public Schools.

STATEMENT FOR APPLICATION

I understand Calvert County Public Schools certifies all prospective School Vehicle Drivers. I also acknowledge the Calvert County School Vehicle Contractors are the employers of all School Vehicle Drivers in Calvert County.

AFFIRMATION

I hereby affirm that the information I provided in this form is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, falsification or omission will be sufficient cause for cancellation of the certification or withdrawal of approval to drive a school vehicle. Calvert County Public Schools has my permission to contact all past employers and personal references.

__________________________________________________________
Signature of Candidate for School Vehicle Driver  Date

Revised 5/12/2015
# Pupil Transportation Pre-Service Instructional Records

## Classroom Instruction

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total Time</th>
<th>Location</th>
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Signature of Trainer: ___________________________  Date: ____________

**Comment:** __________________________________________

## Behind the Wheel Instruction

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total Time</th>
<th>Bus #</th>
<th>Skill Covered</th>
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Signature of Trainer: ___________________________  Date: ____________

**Comment:** __________________________________________

## Other Requirements

<table>
<thead>
<tr>
<th>Completed Requirement</th>
<th>Yes</th>
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<th>Comments</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Driving Record</td>
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<tr>
<td>Criminal Record</td>
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<td>Drug Test</td>
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<td>Physical Examination</td>
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<tr>
<td>References Received</td>
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<tr>
<td>Fingerprints Taken</td>
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<tr>
<td>Photo Taken for ID Badge</td>
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</table>

Signature of Transportation Supervisor: ___________________________  Date: ____________

Revised 5/12/2015
# Pupil Transportation Pre-Service Instructional Records

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Signature of Trainer: ___________________________  Date: ____________

**Comment:**

## Behind the Wheel Instruction

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Signature of Trainer: ___________________________  Date: ____________

**Comment:**

## Other Requirements Completed

<table>
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Signature of Transportation Supervisor: ___________________________  Date: ____________

REVISED: 10/20/2010
If you decide to mail the application back be sure to use the address below:

Calvert County Public Schools
Transportation Department
Attn. Chuck Baker, Driver Trainer
1305 Dares Beach Road
Prince Frederick, MD 20678

If you decide to return the application in person we are located on Dorsey Road in the back parking lot behind The Career Center. We are in the beige trailer with the Silver entry ramp. If lost call us at 443-550-8778 we will Help you get here.
Calvert County Public Schools
New Hired – Paid Position
Live Scan Fingerprint Registration

NAME: ___________________________  ___________________________  ___________________________
(Last, Suffix) (First) (Middle)

ALIAS: ___________________________  ___________________________
(Include all names – maiden, married, nicknames)

DATE OF BIRTH: __/__/___  SEX:  ___Male  ___Female  ____Unknown
(Year) (Month) (Day)

CIRCLE THE CODES THAT APPLY

HAIR COLOR:  EYE COLOR:  HEIGHT:  WEIGHT:
Bald..............BAL  Black..............BLK  _________________
Black..............BLK  Blue..............BLU  (Feet) (Inches)
Blonde/Strawberry.BLN  Brown..............BRO  (Pounds) (Ounces)
Brown..............BRO  Gray..............GRY
Gray/Part Gray.....GYR  Green..............GRN
Green..............GRN  Hazelm..............HAZ
Red/Auburn.......RED  Maroon..............MAR
Orange.............ONG  Multicolored.......MUL
Purple.............PLE  Pink..............PNK
Sandy.............SDY  Unknown...........XXX
Unknown...........XXX  White..............WHI

CIRCLE THE CODE THAT APPLIES

BIRTHPLACE: ___________________________  CITIZENSHIP: ___________________________
(U.S. State or Foreign Country) (Country)

SOCIAL SECURITY NUMBER: ___________________________

POSITION APPLIED FOR: ___________________________

HAVE YOU EVER BEEN CONVICTED OR ON PROBATION OF A CRIME:
(Yes)  ___  (No)  ___

ARE THERE ANY PENDING CHARGES:
(Yes)  ___  (No)  ___

DRIVER’S LICENSE:  ___________________________
(State Issued) (Number)

MISCELLANEOUS ID:  ___________________________
(Type) (Number)

PHONE:  ___________________________  ___________________________
(Day Time Number) (Evening Number)

ADDRESS:  ___________________________  ___________________________  ___________________________
(Number) (Street) (P.O. Box) (Apt #)
(City) (State) (Zip Code)

I am aware all employees, contracted employees, mentors, coaches, and volunteers are subject to pay $40.00 (in cash only) fingerprinting background check fee, as of July 1, 2015. If a break in-service occurs, including seasonal positions, I will be required to be re-fingerprinted upon returning, at an additional cost of $40.00 (in cash only).

ACTUAL SIGNATURE:  ___________________________  DATE:  ___________________________
03/19/10, Revised 01/23/12, 03/23/15, 07/29/15
NOTICE

TO

SCHOOL VEHICLE DRIVER
APPLICANTS

THE CALVERT COUNTY PUBLIC SCHOOLS PROHIBITS THE USE, POSSESSION, PURCHASE, SALE, DISTRIBUTION AND BEING UNDER THE INFLUENCE OR IMPAIRED BY A CONTROLLED DANGEROUS SUBSTANCE AT ANY TIME. ALCOHOL SHOULD NOT BE USED 6 HOURS PRIOR TO OPERATING A SCHOOL VEHICLE, OR WHILE ON ANY SCHOOL PROPERTY AT ANY TIME.

PRE-EMPLOYMENT CONTROLLED DANGEROUS SUBSTANCE (CDS) TESTING REQUIRED

AS A PART OF THE PRE-EMPLOYMENT PROCESS, SCHOOL VEHICLE DRIVER APPLICANTS ARE REQUIRED TO COMPLETE A CONTROLLED DANGEROUS SUBSTANCE (CDS) TEST. ANY APPLICANT WHO TESTS POSITIVE FOR PROHIBITED CONTROLLED DANGEROUS SUBSTANCES, OR WHO REFUSES TO TAKE THE REQUIRED TEST, WILL NOT BE CERTIFIED.

POST-EMPLOYMENT CONTROLLED DANGEROUS SUBSTANCE (CDS) TESTING REQUIRED

IF YOU ARE CERTIFIED AS A SCHOOL VEHICLE DRIVER TO OPERATE FOR A CONTRACTOR IN SERVICE TO CALVERT COUNTY PUBLIC SCHOOLS, YOU WILL BE SUBJECT TO CDS TESTING AT RANDOM SCHEDULING, AFTER CERTAIN ACCIDENTS OR INCIDENTS, AND WHENEVER THERE IS REASONABLE CAUSE TO SUSPECT THAT YOU MAY HAVE INGESTED A CONTROLLED DANGEROUS SUBSTANCE.

EFFECTIVE SEPTEMBER 10, 2009
REQUIREMENTS TO BECOME
A SCHOOL VEHICLE DRIVER

• Sign up for the class with Driver Instructor (443-550-8778) at the Department of Transportation.
• Completely fill out the form.
• Obtain a lifetime driving history from MVA. (This does not have to be a certified copy.)
• Complete the required one-day class. Be on time and bring your driving record to the class if you have not already submitted one. You must attend the entire day. There can be no exceptions.
• Driver Instructor will arrange for fingerprinting. Cost to potential driver of $40
• After successfully completing the class, obtain a DOT physical. This is at your expense. Contact the Transportation Department for copies of the physical if needed.
• Obtain a learner’s permit from MVA. This requires passing four (4) written tests: General Knowledge; Passenger; Air Brakes; and School Bus. All potential drivers are required to take the air brake test.
• Show MVA your DOT card, pay $90.00 once all written test have been successfully passed. You will then receive your learners’ permit.
• Contact Driver Instructor at the Department of Transportation (443-550-8778) to schedule the behind the wheel training. No training dates or MVA testing dates can be determined until the trainee has the learners’ permit.
• Successfully complete the MVA pre-trip, skills, and road test. Receive CDL Class B license with passenger and school bus endorsement.
• Complete mandatory pre-employment controlled dangerous substance testing.

IF ALL THESE STEPS ARE SUCCESSFULLY COMPLETED, YOU WILL THEN BE A CERTIFIED SCHOOL BUS DRIVER BY CALVERT COUNTY PUBLIC SCHOOLS. ONLY THEN CAN CONTRACTORS TO CALVERT COUNTY PUBLIC SCHOOLS OFFER YOU EMPLOYMENT AS A SCHOOL VEHICLE DRIVER.

***Note: Upon successful completion of the driver certification pre-service class and behind-the-wheel training, you will be required to drive for a Calvert County School Bus Contractor under contract to Calvert County Public Schools for six (6) months as a substitute or full-time driver for a regular route bus. If you complete the required (6) months you will be reimbursed the cost of the learners permit. Provided you submit the original receipt from the Motor Vehicle Administration. Should you fail to meet this requirement, you must reimburse Calvert County Transportation Department $750 for the training that was provided.

***Note: Upon submitting an application you become a School Vehicle Driver Trainee. Trainees who fail to meet the Code of Maryland Regulations requirements for School Vehicle Driver Trainee or School Vehicle Driver are placed on a statewide Disqualified Driver List by Calvert County Public Schools. Persons on this list are not eligible to drive a School Vehicle for any public school system in Maryland. Under certain circumstances, however, the Supervisor of Transportation from another Maryland public school system may still consider your application to their school system in the future.

My signature below verifies that I have received a copy of these requirements to become certified as a school bus driver and that I accept responsibility to fulfill the six-month driving requirement.

____________________________                  _____ ____________________                          _____ ______
Print Name                                             Signature                                      Date
CONTROLED DANGEROUS SUBSTANCE (CDS) / ALCOHOL TEST CONSENT AND
PRE-EMPLOYMENT / RANDOM / POST-ACCIDENT / REASONABLE CAUSE
RELEASE

DATE ________________________________  TIME ______________

HAVING BEEN ADVISED THAT A PRE-EMPLOYMENT, RANDOM, POST-ACCIDENT AND
REASONABLE CAUSE CONTROLLED DANGEROUS SUBSTANCE (CDS) AND/OR ALCOHOL TEST
IS A CONDITION OF EMPLOYMENT, AND THAT I MUST NOT TEST POSITIVE FOR A CDS IN
ORDER TO BE PHYSICALLY QUALIFIED FOR CERTIFICATION OR CONTINUED CERTIFICATION
BY CALVERT COUNTY PUBLIC SCHOOLS (CCPS), I ____________________________,
HEREBY CONSENT TO THE SUBMISSION OF MY URINE / BLOOD SPECIMEN TO THE
LABORATORY DESIGNATED BY CCPS AND TO ANALYZE THE SPECIMEN FOR CONTROLLED
SUBSTANCES. A BREATHALIZER TEST MAY ALSO BE REQUIRED. FURTHER, I HEREBY
RELEASE THE MEDICAL REVIEW OFFICER (TESTING LABORATORY), THE CCPS AND THEIR
EMPLOYEES AND AGENTS FROM ANY AND ALL CLAIMS OR CAUSES OF ACTION RESULTING
FROM THE COLLECTION AND TESTING OF THIS SPECIMEN AND FROM DISCLOSURE OF THESE
RESULTS. I HEREBY FURTHER AGREE TO WAIVE ANY PHYSICIAN / PATIENT PRIVILEGE THAT
MAY OTHERWISE EXIST WITH RESPECT TO CONFIDENTIALITY FOR THE RESULTS OF THIS
DRUG TEST.

I UNDERSTAND THAT REFUSAL TO SUBMIT TO ANY TEST IS DESCRIBED ABOVE BY THIS
POLICY OR REFUSAL TO AUTHORIZE THE RELEASE OF THE RESULTS IS GROUNDS FOR CCPS
TO REFUSE TO CERTIFY ME AND/OR DISCIPLINARY ACTION UP TO AND INCLUDING
IMMEDIATE DECENTIFICATION.

I UNDERSTAND THAT A CONFIRMED POSITIVE TEST RESULT IS GROUNDS FOR CCPS TO
REFUSE TO CERTIFY OR TAKE DISCIPLINARY ACTION UP TO AND INCLUDING
IMMEDIATE DECENTIFICATION. I AUTHORIZE THE MEDICAL REVIEW OFFICER TO RELEASE TEST RESULTS
TO CCPS. I AUTHORIZE THE DISCLOSURE OF POSITIVE TEST RESULTS TO THE STATE
DEPARTMENT OF EDUCATION CLEARINGHOUSE AND REDISCLOSURE TO OTHER LOCAL
SCHOOL SYSTEMS IN MARYLAND UNDER THE CONDITIONS OUTLINED IN THIS POLICY.

I HEREBY RELEASE THE CCPS, THE STATE OF MARYLAND AND THEIR AGENTS FROM ANY
AND ALL LIABILITY ARISING FROM THE DISCLOSURE OR THE USE CONSISTENT WITH THE
POLICY AND APPLICABLE STATATORY REQUIREMENTS OF THE INFORMATION DERIVED
FROM OR CONTAINED IN MY TEST RESULTS.

APPLICANT’S SIGNATURE   SOCIAL SECURITY NO.
_________________________   XXX – XX – ___ ___ ___ ___
APPLICANTS NAME (PRINTED)   SIGNATURE OF WITNESS
_________________________
PREVIOUS PRE-EMPLOYMENT EMPLOYEE
ALCOHOL AND DRUG TEST STATEMENT
(To be completed by ALL new hires prior to commencement of safety sensitive duties)

46CFR Part 40.25(j)
As the employer, you MUST also ask the employee whether he or she has tested positive, or refused to test, on any pre-employment drug and/or alcohol test administered by an employer to which the employee applied for, but did not obtain, safety sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past 2 (two) years. If the employee admits that he or she had a positive test result, you MUST NOT use the employee to perform safety-sensitive functions for you, until and unless the employee documents successful completion of the return to duty process as outlined in Subpart O of the drug and alcohol testing regulations.

Company Name: ______________________________________________________________

Address: _____________________________________________________________________

City: _______________________________ State: _________________________ Zip: _______

Prospective Employee Name: _____________________________________________________

Employee Social Security Number: _________________________________________________

The prospective employee is required by 49 CFR Part 40.25 (j) to respond to the following questions:

1. Have you tested positive, or refused to test, on ANY pre-employment drug and/or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation employment covered by US DOT agency drug and/or alcohol testing rules during the past 2 (two) years?

   { } YES   { } NO

2. If you answered yes, can you provide/obtain proof that you have successfully completed the DOT return to duty requirement?

   { } YES   { } NO

_____________________________________________   ___ _____________________
Prospective Driver Signature               Date
RECORD OF DRUG AND ALCOHOL AWARENESS
EDUCATION FOR DRIVERS

I have received a minimum of sixty minutes of educational materials concerning alcohol and drug abuse in the workplace, the effects of alcohol and drugs on work performance and health and the procedures to be utilized in the Calvert County Public Schools School Vehicle Driver “Drug and Alcohol Testing Program”.

______________________________________________   ___________________
(Printed Name of the Prospective Driver)                               (Date)

______________________________________________
(Signature of the Prospective Driver)

Calvert County Public Schools
(Name of Firm)
An Application has been received from __________________________ (Name) for the position of school bus driver.

We believe that you can provide us with some helpful information concerning the personal and professional characteristics of this applicant. Be assured that the information given us will be treated confidentially. We shall be grateful for an early answer to this request.

Known to me as (i.e., employee, co-worker, supervisor, etc.) (should be work related, if possible)

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Poor</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Work</td>
<td></td>
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<tr>
<td>Consideration of New Ideas</td>
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<td>Personal Qualities:</td>
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<tr>
<td>Mental Abilities</td>
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<td>Reliability</td>
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<td>Character</td>
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<td>Health</td>
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<td>Relationships With:</td>
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<tr>
<td>Children</td>
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<tr>
<td>Fellow Employees</td>
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<tr>
<td>Foreman or Supervisor</td>
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Would you employ or re-employ this person: __________ If not, why? __________________________

Comments: __________________________________________

Date: ___________ Signature: _______________________

Phone #: ___________ Position: _______________________

Company: ______________________________________
An Application has been received from ______________________________ (Name) for the position of school bus driver.

We believe that you can provide us with some helpful information concerning the personal and professional characteristics of this applicant. Be assured that the information given us will be treated confidentially. We shall be grateful for an early answer to this request.

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Would you employ or re-employ this person: _________ If not, why? __________________________

Comments: ____________________________________________

Date: _____________ Signature: _______________________

Phone #: _____________ Position: _______________________

Company: ___________________________________________
An Application has been received from _____________________________ (Name) for the position of school bus driver.

We believe that you can provide us with some helpful information concerning the personal and professional characteristics of this applicant. Be assured that the information given us will be treated confidentially. We shall be grateful for an early answer to this request.

Known to me as (i.e., employee, co-worker, supervisor, etc.) (should be work related, if possible)

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<th>Average</th>
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Would you employ or re-employ this person: ________ If not, why? ________________

Comments: _______________________________________________________________________

Date: ___________ Signature: ___________________________

Phone #: ___________ Position: ___________________________

Company: ___________________________