

TRI-COUNTY SCHOOLS
SUBSTITUTE BUS DRIVER APPLICATION

(also available at our website www.tricountyesc.org)

Date _____

Mr. Mrs. Miss _____ E-mail _____

Address _____ Phone No. _____

_____ Alt. Phone No. _____

Other names which may appear on official documents (e.g. maiden) _____

In case of an emergency notify:

Name _____ Phone No. _____

Credentials: Commercial Driver's License (CDL) expiration date _____ School Bus Operator's License expiration date _____

Check Employment Preferences (applicant may change these through a call to our office):

_____ I wish to serve all Schools in: _____ Ashland County Schools
_____ Holmes County Schools
_____ Wayne County Schools

_____ I wish to serve only: _____

_____ Days or dates I'm not available: _____

_____ I would be willing to sub ½ day if needed.

_____ I have tested positive or have been exposed to Tuberculosis.

_____ I was born in a country other than the United States.

_____ I have resided outside of the United States for more than 30 consecutive days.

I _____ (applicant signature) understand I am qualified for this position under the following rules (OAC3301-83-06(B)):

1. Legal age with a minimum of two years driving experience
2. Physically qualified
3. Completion of semi-annual driver record checks through the state of Ohio Department of Education. Drivers with any of the following shall be disqualified
 - a. More than six points during the past two years;
 - b. A conviction of driving while under the influence of alcohol and/or a controlled substance during the past six years;
 - c. Two (or more) serious traffic violations (alcohol and/or controlled substance; leaving the scene; licensing and moving violations) during the past two years; or
 - d. Any railroad crossing violation during the past year
 - e. For qualified bus drivers actively employed prior to August 1, 2007, convictions for the following offenses (prior to August 1, 2005) shall not be considered:
Drivers actively employed prior to 8-1-07 with DUI convictions occurring prior to 8-1-05 shall not be considered for disqualification, serious traffic violation, referenced above, occurring prior to 8-1-07 shall also not be considered
4. Licensed as a school bus operator
5. Hold school bus driver certification by school administrator, superintendent
6. Preservice and annual inservice training completion
7. Physical capability of safely and appropriately lifting and managing preschool and special needs children
8. Ability to cope with stressful situations
9. Possessing or upgrading skills through formal and/or inservice training
10. Satisfactory report from the state bureau of criminal identification and investigation shall be required prior to the hiring; new report required every six years with driver recertification. All new applicants must have BCFBI background check
11. Negative pre-employment drug test
12. Participation in drug and alcohol testing

For Office Use:

_____ Application
_____ Signed Contract
_____ School Bus Operator's License

_____ I-9 Form (copy SS & DL)
_____ BCI & FBI Check
_____ Completed Orientation
_____ Skin Test (TB test may be required)

(over)

Rev. 3/18/2016

OTHER LEGAL

READ CAREFULLY

All applications for employment are subject to a criminal records check through the Bureau of Criminal Identification and Investigation and Federal Bureau of Investigation pursuant to the authority of Section 3319.32 and Section 109.57, Revised Code.

Please see the following list of disqualifying crimes:

- | | | |
|--|---|--|
| Aggravated Murder | Corruption of a Minor | Illegal Use of a Minor in Nudity-
Oriented Material/Performance |
| Murder | Gross Sexual Imposition | Aggravated Robbery |
| Voluntary Manslaughter | Sexual Imposition | Robbery |
| Involuntary Manslaughter | Importuning | Aggravated Burglary |
| Felonious Assault | Voyeurism | Burglary |
| Aggravated Assault | Public Indecency | Abortion Without Informed Consent |
| Assault | Felonious Sexual Penetration | Endangering Children |
| Failing to Provide for Functionally
Impaired person | Compelling Prostitution | Domestic Violence |
| Aggravated Menacing | Promoting Prostitution | Carrying Concealed Weapons |
| Patient Abuse or Neglect | Procuring | Having Weapons While Under Disability |
| Kidnapping | Prostitution | Improperly Discharging Firearm at
or into Habitation or School |
| Abduction | Disseminating Matter Harmful to
Juveniles | Corrupting Another with Drugs |
| Child Stealing | Pandering Obscenity | Drug Trafficking |
| Criminal Child Enticement | Pandering Obscenity Involving a Minor | Alteration of Food |
| Rape | Pandering Sexually Oriented
Material Involving a Minor | |
| Sexual Battery | | |

I have read the above list of disqualifying crimes

Employee Signature

**CONTRACT FOR EMPLOYMENT AS A SUBSTITUTE TEACHER AIDE
ON A SUBSTITUTE, TEMPORARY, OR CASUAL BASIS
UNDER PROVISIONS OF RC 3319.10
(Signature required below)**

The Ashland City, Ashland – W. Holmes Career Center, , Central Christian, Chippewa Local, Dalton Local, East Holmes Local, Green Local, Hillsdale Local, Loudonville-Perrysville Ex. Village, Mapleton Local, Norwayne Local, Northwestern Local, Orrville City, Rittman Ex. Village, Southeast Local, Triway Local, Wayne Co. Schools Career Center, West Holmes Local, Wooster Christian, Wooster City and the Tri-County Educational Service Center (“The Board of Education”) and the undersigned (“Substitute”) agree to this contract to employ said substitute teacher on a substitute, temporary or casual day-to-day basis for assignment as services are needed to take the place of regular staff during the current school year.

- 1. The substitute teacher aide agrees to work upon request of the Local Superintendent or his designee, hours or days as needed and as scheduled by the Local Superintendent or his designee. It is expressly understood that the Board of Education does not guarantee any minimum number of work hours or work days, for the substitute teacher. The work hours or work days of the employee may be increased, decreased, or made unnecessary, as determined by the Local Superintendent or his designee. It is further understood that teachers employed as substitutes on a casual day-to-day basis are not entitled to the notice of nonrenewal ordinarily required for limited contracts under RC 3319.11.*
- 2. For work performed as requested and as authorized by the Local Superintendent or designee, the Board of Education shall pay the employee the rate(s) it has adopted. Any period of time less than one half day is normally considered one half day for pay purposes. The employee shall not be entitled to Board paid insurance, paid leave days, or any other fringe benefit accorded to regular teachers.*
- 3. It is understood that this contract is renewable from year to year upon the proper submission of a health card, valid teaching certificate, and an application form.*

Employee Signature

Date

President, Tri-County Educational Service Center

Treasurer, Tri-County Educational Service Center