

**TRI-COUNTY SCHOOLS SUBSTITUTE  
BUS DRIVER APPLICATION**

(Available at our website [www.tricountyesc.org](http://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 \_\_\_\_\_ (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 ten 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 in-service 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 in-service 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 SSC & DL)  
\_\_\_\_\_ BCI/FBI Check

(over)

Rev. 04/14/2022

**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 BUS DRIVER  
ON A SUBSTITUTE, TEMPORARY, OR CASUAL BASIS  
UNDER PROVISIONS OF RC 3319.10  
(Signature required below)**

*The Ashland City, Ashland-W. Holmes Career Center, Chippewa Local, Dale Roy, East Holmes Local, Green Local, Hillsdale Local, Loudonville-Perrysville Ex. Village, Mapleton Local, Northwestern Local, Norwayne Local, Orrville City, Rittman Ex. Village, Southeast Local, Triway Local, Wayne Co. Board of DD, Wayne Co. Schools Career Center, West Holmes Local, Wooster City, Wooster Montessori and the Tri-County Educational Service Center ("The Board of Education") and the undersigned ("Substitute") agree to this contract to employ said substitute bus driver 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 bus driver 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 bus driver. 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 substitutes employed on a casual day-to-day basis are not entitled to the notice of nonrenewal.*
- 2. For work performed as requested and as authorized by the Local Superintendent or his designee, the Board of Education shall pay the employee the rate(s) it has adopted. The employee shall not be entitled to Board paid insurance, paid leave days, or any other fringe benefit accorded to regular staff.*
- 3. It is understood that this contract is renewable from year to year upon the proper submission of a valid bus driver certificate, current background check, and an application form.*
- 4. Valid for the 2022-2023 school year.*

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
*President, Tri-County Educational Service Center*

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
*Treasurer, Tri-County Educational Service Center*

**\*\*ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.**