

# TRI-COUNTY SCHOOLS SUBSTITUTE BUS DRIVER CONTRACT

(Available at our website [www.tricountyesc.org](http://www.tricountyesc.org))

Date: \_\_\_\_\_

Name: \_\_\_\_\_ 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 by calling or emailing the substitute coordinator)

☐ I wish to serve all schools in: ☐ Ashland County ☐ Holmes County ☐ Wayne County

☐ -OR-I wish to serve only:(districts/schools) \_\_\_\_\_

☐ Days or dates I'm not available: \_\_\_\_\_

☐ I would be willing to sub ½ day if needed. \_\_\_\_\_

☐ I would like to sub at Triway Local Schools

☐ I would like to sub at Wooster City Schools

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

1. Be at least twenty-one years of age with a minimum of two years driving experience.
2. Being physically qualified pursuant to the requirements listed in rule 3301-83-07 of the Administrative Code.
3. Completion of semi-annual driver record checks through the Ohio department of education for which records shall be maintained by the employer and/or school district for a minimum of six years. School bus drivers with any of the following shall be disqualified from operating a school bus:
  - 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, as defined in division (II) of section 4506.01 of the Revised code during the past two years; or
  - d. Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official.
  - e. Nothing in paragraph (B) of this rule shall limit any district or employer from adopting more stringent qualifications.
4. Holding school bus driver certification by a city or exempted village superintendent, a community school superintendent, a county educational service center, county board of developmental disabilities, head start program administrator, non-public administrator, or contractor.
5. Completion of pre-service and annual in-service training as prescribed in rule 3301-83-10 of the Administrative Code.
6. Physical capability of safely and appropriately lifting and managing preschool children and children with special needs when necessary.
7. Ability to cope with stressful situations.
8. Possessing or upgrading skills through formal and/or in-service training.
9. A satisfactory criminal background report in accordance with divisions (J) and (K) of section 3327.10 of the Revised Code. A new report shall be required every six years with driver re-certification pursuant to rule 3301-83-10 of the Administrative Code. Records shall be maintained by the employer and/or school district for a minimum of six years.
10. A negative pre-employment drug test.
11. Participation in drug and alcohol testing as mandated by the federal motor carrier safety administration (FMCSA) pursuant to 49 C.F.R. 382. Individuals who refuse to participate in testing are disqualified from operating a schoolbus.
12. A negative pre-employment drug test.
13. Participation in drug and alcohol testing as mandated by the federal motor carrier safety administration (FMCSA) pursuant to 19 C.F.R. 382. Individuals who refuse to participate in testing are disqualified from operating a school bus.

(over)

<b>Education:</b>	School or Institution Name	Diploma, GED, or Degree	Semester Credit Hours	Quarter Hours Credit
High School				
Undergraduate College				
Graduate Work				
<b>TOTAL HOURS</b> (undergraduate/graduate)				

**CONTRACT FOR EMPLOYMENT AS A SUBSTITUTE BUS DRIVER ON A SUBSTITUTE, TEMPORARY, OR CASUAL BASIS UNDER PROVISIONS OF RC 3319.10**

*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 non-renewal ordinarily required for limited contracts under RC 3319.081.*
- 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 signed contract.*
- 4. Valid for the 2024-2025 school year.*

SIGN HERE 

\_\_\_\_\_  
**Employee Signature (no electronic signatures, please)**

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

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

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

**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 3319.39 and Section 109.572, Revised Code.

**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.**

SIGN HERE 

\_\_\_\_\_  
**Employee Signature (no electronic signatures, please)**

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

**For Office Use Only:**

\_\_\_\_ Signed Contract  
\_\_\_\_ School Bus Operator License  
\_\_\_\_ I9 Form  
\_\_\_\_ I9 Documents

\_\_\_\_ Copy of SSC  
\_\_\_\_ BCI/FBI Background Checks