

# TRI-COUNTY SCHOOLS SUBSTITUTE BUS DRIVER CONTRACT (NEW)

Name:

Date:

E-mail:

Address:

Phone No.:

Alt. Phone No.:

Emergency Contact:

Phone No.:

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I, \_\_\_\_\_ (applicant signature) understand I am qualified for this position under the

following rules(OAC3301-83-06(B)): *("I understand and affirm that my electronic signature is the valid, legal equivalent of my handwritten signature, and that I am bound by my electronic signature in the same manner as my manual signature.")*

1. Have an understanding of the role of pupil transportation in the educational program and meet all the qualifications established by federal rule, state laws, and this chapter of the Administrative Code.
2. Meet applicable age qualifications under 49 C.F.R. 391.11 and ORC 3327.10, and have a minimum of two years driving experience.
3. Being physically qualified pursuant to rule 3301-83-107 of the Administrative Code.
4. Completion of initial and semi-annual driver record checks according to division (F) of ORC 3327.10 through the Ohio Department of Education and Workforce with records to be maintained by the employer and/or school district for a minimum of six years. School bus and van drivers with any of the following are disqualified from operating a school bus or van:
  - a. More than six points during the past two years;
  - b. A guilty plea or conviction of driving while under the influence of alcohol and/or a controlled substance during the past ten years as set forth in division (F) of ORC 3327.10;
  - c. Two (or more) serious traffic violations, as defined in division (II) of ORC 4506.01 during the past two years;
  - d. Any railroad crossing violation during the past year as evidenced by a conviction, video, or a report by a railroad official; or
  - e. Any other disqualifying offense, as set forth in rule(s) adopted by the Ohio state board of education pursuant to division (K) of ORC 3327.10.
  - f. Nothing in paragraph (B) of this rule limits any district or employer from adopting more stringent qualifications.
5. All drivers are to hold a valid driver's license, and school bus drivers will hold a valid commercial driver's license, with school bus and passenger endorsements, in accordance with ORC 4506.03 and ORC 4506.12.
6. Holding school bus driver or van 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.
7. Completion of pre-service and in-service training as specified in rule 3301-83-10 of the Administrative Code.
8. Physical capability of safely and appropriately lifting and managing preschool children and children with special needs when necessary.
9. Ability to cope with stressful situations.
10. Possessing or upgrading skills through formal and/or in-service training.
11. A satisfactory criminal background report in accordance with divisions (J) and (K) of section 3327.10 of the Revised Code.
  - a. A new report shall be obtained every six years with driver re-certification pursuant to divisions (J) and (K) of ORC 3327.10.
  - b. A driver is not qualified for employment unless the driver has been enrolled in a retained applicant fingerprint database by the state board of education according to division (B) of ORC 3319.316 and division (J)(4) of ORC 3327.10.
  - c. Records are to be maintained by the employer and/or school district for a minimum of six years.
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 49 C.F.R. 382. Individuals who refuse to participate in testing are disqualified from operating a school bus. Employers will implement drug and alcohol testing for van drivers and impose standards for van driver disqualification.

(over)

**Highest Level of Education Completed:**      Master's      Bachelor's      Associate      High School  
Other:

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**Credentials:**

Commercial Driver's License (CDL)#      Expiration Date:  
School Bus Operator's License#      Expiration Date:

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**Employment Preferences** (applicant may change these by calling or emailing substitute coordinator)

**Check all school district(s) in which you would like to substitute.**

**Ashland County:**

Ashland Co. Board of DD (Dale Roy)      Heartland Technical Education Center      Hillsdale Local Schools  
Loudonville-Perrysville EVS      Mapleton Local Schools

**Holmes County:**

East Holmes Local Schools

**Wayne County:**

Beacon Hill Comm. School      Chippewa Local Schools      Green Local Schools  
Northwestern Local Schools      Norwayne Local Schools      Orrville City Schools      Rittman EVS  
Triway Local Schools      Wayne County Board of DD      Wayne County Schools Career Center  
Waynedale Local Schools      Wooster City Schools      Wooster Montessori School

**OR** I only want to serve  
the following school  
building(s):

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I am willing to substitute ½ day if needed  
I have an Educator State ID#  
If yes, **Educator State ID#** (if known):

Days of the week or time periods  
that I am not available:

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

The Ashland Co. Board of DD (Dale Roy), Beacon Hill, Chippewa Local, East Holmes Local, Green Local, Heartland Technical Education Center, Hillsdale Local, Loudonville-Perrysville Exempt. Village, Mapleton Local, Northwestern Local, Norwayne Local, Orrville City, Rittman Exempt. Village, Triway Local, Wayne Co. Board of DD, WayneCo. School Career Center, Waynedale Local, Wooster City, Wooster Montessori, 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/designee, hours or days as needed and as scheduled by the Local Superintendent/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/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/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 CDL, current background check, and a signed contract.
4. Valid for the **2026-2027** school year.

*"I understand and affirm that my electronic signature is the valid, legal equivalent of my handwritten signature, and that I am bound by my electronic signature in the same manner as my manual signature."*



**Employee Signature**

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

**Date**

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

**READ CAREFULLY and SIGN**

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.**

*"=i bXYfgtUbX UbX UZ]fa` h Uha miY YVfcb]Mg][ bUhi fY` jg`h Y j U`Xz`Y[ U` Yei` Jj U`YbhcZa m\ UbXk f]Hb`g][ bUhi fYz`UbX`h Uhi=Ua` Vci bX`Vmi a miY YVfcb]Mg][ bUhi fY` j`b`h Y`gUa` Y`a` UbbYf`Ug`a` ma` Ubi U` g][ bUhi fY`""*



**Employee Signature**

**Date**

**For Office Use Only:**

- |  |   |
|--|---|
| <input type="checkbox"/> Signed Contract             | <input type="checkbox"/> Copy of SSC                |
| <input type="checkbox"/> School Bus Operator License | <input type="checkbox"/> BCI Background Check       |
| <input type="checkbox"/> CDL                         | <input type="checkbox"/> FBI Background Check       |
| <input type="checkbox"/> I9 Form                     | <input type="checkbox"/> Fraud Training Certificate |
| <input type="checkbox"/> I9 Documents                |   |