

## **DCS Driver Applicant Checklist** (route drivers, coach/teacher drivers & volunteer drivers)

### **All potential bus drivers for DeSoto County Schools must complete the following steps to be considered for employment and/or drive a DCS school bus:**

*(Volunteers: You must first contact the school that you plan to serve. The principal will set up a time and date for you to have a background check (normally paid for by the school). Upon completion, the principal will receive a validation form and provide you a copy of it. Bring your copy to the bus shop so we can continue the process.)*

**Step 1.** Obtain a copy of the Mississippi Professional Driver's Manual for Class A, B, & C Commercial Driver's License and study it prior to taking the test for your CDL Learner's Permit. The study booklet is available at the driver's license testing station. Study questions are available at the DeSoto County Schools Transportation Department upon request.

**Step 2.** Obtain a Class "B (or A)" CDL or CDL Learner's permit. Take the CDL test at the driver's license testing station and get your Class B Learner's Permit with P and S endorsements. Save all license receipts (route drivers will be reimbursed).

**Step 3.** Complete the Department of Transportation application for employment. Bring proof that you are at least 21 years of age. Applicants must have at least the CDL learner's permit before submitting an application. Applicants may be approved, disapproved or placed on hold.

**Step 4.** Complete a D.O.T. physical and obtain the D.O.T. medical card. The Olive Branch Family Medical Center will administer the physical for a fee of \$30.00 (not reimbursable). The clinic is located at 9075 Sandidge Center Cove, Olive Branch, MS. Other issuing clinics may also be used. OBFMC telephone number is 662-895-4949. Go to the back door, ring the doorbell and you will be admitted with no waiting.

**Step 5.** Bring your MS CDL Learner's Permit w/P&S endorsements and your D.O.T. medical card and paperwork to the Department of Transportation and allow us to make copies of these documents for our files. **At this point we normally schedule needed applicants for mandatory DCS bus driver orientation training, or they are placed on hold for further consideration.**

**Step 6.** Attend bus orientation sessions as assigned with DCS Safety/Training supervisor(s).

**Step 7.** Attend and pass bus school as assigned (usually at or near the DCS Department of Transportation). State certified instructors will conduct any third party testing for new drivers and issue bus card renewals. Bring your eyeglasses or contacts, CDL, or CDL learner's permit to the class. (1) *Perform pre-trip inspection* (2) *Perform basic skills test* (3) *Perform third-party road test.*

**Step 8.** New drivers: Take paperwork from instructor to the Mississippi driver's license testing station to get your CDL.

**Step 9.** Bring your CDL and bus card (Mississippi Department of Education Division of Pupil Transportation) to DCS Department of Transportation so copies of these documents can be made and placed in your file. *Drivers are assigned based on bus route availability and DCS needs.*

**Step 10.** New employees: Attend DCS new employee orientation as directed; submit to fingerprinting and a successful background check; successfully complete drug screening; ensure that you are assigned a FuelMan pin number for refueling.