



MADISON-GRANT UNITED SCHOOL CORPORATION

Scott Deetz, Ph. D., Superintendent
Ben Mann, Chief Financial Officer
Teresa Riggs, Payroll Coordinator

Steve Vore, Assistant Superintendent
Allison Holloway, HR/Benefits
Kristy Drewitz, Transportation Coordinator

Inspire, challenge, and cultivate excellence in every Argyll.

Procedures to Become a School Bus Driver

The Madison-Grant United School Corporation (MGUSC) is actively seeking individuals to employ as substitute bus drivers. At MGUSC, we strive to ensure the care and safety of the children in our community. If you are interested in serving our community as a regular or substitute bus driver, please review the following process:

1. Fill out an application either online or request a paper application from the Administration Office.
 - a. Once completed, please contact Kristy Drewitz, Transportation Coordinator, at 536-0008 to schedule a meeting.
2. After the meeting, you must complete the following:
 - a. Attend a free pre-service class conducted by the Office of School Transportation.
 - b. Submit to a pre-employment drug screen/physical.
 - c. Complete a background check with Safe Hiring Solutions.
 - d. Obtain a CDL Driver's Manual from the Bureau of Motor Vehicles.
3. Obtain your Commercial Learner's Permit:
 - a. Complete all required written tests through the BMV to obtain your class "B" CDL.
 - b. You will need to have the Passenger, School Bus and Air Brake endorsements.
 - b. Upon successful completion, you will be issued a CLP. Please contact Kristy Drewitz so that the office can make a copy of the Learner's Permit.
4. Bus Driver Training:
 - a. You will be contacted once the Transportation Department has received your drug screen, criminal history results and have a copy of your CLP.
 - b. You will be paired up with a MGUSC driver to complete the 4 hours of observation and 8 hours of drive time. Please note that a new driver's drive time WILL NOT be with students on board the bus.
 - c. Begin working with a driver trainer to prepare for the CDL Skills Test.
5. Once you and the trainer feel ready to attempt the Skills Test, the Transportation Coordinator will schedule a time for the trainer and trainee to attend a Skills Test Site in Kokomo or Ft. Wayne. This test will be done using a MGUSC owned bus.
6. Once the individual has successfully passed the Skills Test, he/she will be added to the MGUSC substitute bus driver list.

HOME OF THE ARGYLLS

Madison-Grant Administration Office

11580 S – E00W Fairmount, IN 46928 • Phone: (765) 536-0008