

STEPS/PROCEDURES TO FOLLOW IN ORDER TO BECOME A BUS DRIVER FOR MADISON-GRANT UNITED SCHOOL CORPORATION

1. Fill out an application for employment. This may be done through the Madison-Grant Administration Office, located at 11580 S E00 W, Fairmount, IN 46928 and begin the process of obtaining an Expanded Criminal History report.
2. Meet with Transportation Coordinator for an informal interview.
3. If a driver does not already possess a valid Indiana Driver's License with a CDL and "S" endorsement, they will need to attend a 3 day Pre-Service School Bus Safety Course sponsored by the Division of School Traffic Safety, Indiana Department of Education. The Transportation Coordinator will enroll prospective drivers in the 3 day course.
4. Take a written test (CDL) at license branch.
5. Complete a CDL Physical Examination and pre-employment drug screen at Work Right. Contact Kristy Drewitz at (765) 948-4143 for information on the cost and how to set up the appointment.
6. Contact Kristy Drewitz to get set up with a trainer so trainee may observe a minimum of 4 hours of actual driving by a licensed/certified bus driver. In addition, complete a minimum of 8 hours behind-the-wheel driving supervised by a licensed/certified bus driver using a MG bus.
7. The Transportation Coordinator will set up a time for a Skills Test, this testing is done at a State Test Site.
8. Once the prospective driver successfully completes all of the above requirements, he or she may be recommended to the board of education for employment as a substitute or regular route driver.

If you have any questions about these procedures, please call Bobby Holloway, Fleet Mechanic at (765) 948-3010 or Kristy Drewitz, Transportation Coordinator, at (765) 948-4143.