

# I WANT TO BE A BUS DRIVER...

*How do I get hired?*



## Steps to becoming a bus driver:

1. Possess a valid driver's license.
2. Possess a good driving record.
  - 0-2 points
  - No DUI convictions
3. Complete Driving Information Form.
4. Apply online to work at WISD.
  - Click on the school bus at [www.wash.k12.mi.us](http://www.wash.k12.mi.us) to complete a job application.
5. Interview at WISD.
6. Take and pass tests for licenses at the Michigan Secretary of State Office\*.
  - Chauffeur (20 questions) - \$35.00/fee
  - CDL - \$25.00/fee; with endorsements B, P, S plus air brakes (all three endorsements for \$15.00/fee)
  - Obtain the study materials from the Michigan Secretary of State's office or download at <http://www.michigan.gov/sos> and study Chapters 1-5 and 10 of the CDL manual.  
You will be issued a Temporary Instruction Permit (TIP) after passing all tests. Bring a copy of your TIP to WISD-Human Resources.
7. Get fingerprinted (\$69.00—paid by applicant).
8. Take and pass Physical and DOT Drug Test (District pays and provides clinic location.) Bring the physical results envelope to WISD—Human Resources upon completion.
9. **Ability** to pass a criminal history background. **Ability** to pass a state or DOT medical exam. **Ability** to pass a federally mandated drug/alcohol screening.
10. Take and pass Road Training—To be scheduled.
11. Take and pass New Bus Driver Training.
12. Starting pay is \$13.00/hr for 20 to 25 hours per week. Gross wages are 20 hrs = \$260 or 25 hrs = \$325. Employer sponsored benefits are: medical with co-pay, life insurance, vision and LTD (Long Term Disability). Then you have the option at employee expense to purchase dental. Retirement is available with employer and employee contributing to cover the cost. If you have medical coverage through another plan, you can choose to opt out of the insurance and receive a cash allotment in your bi-monthly pay.

\*If you work 90 days, you will be reimbursed the license fees.