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| --- | --- |
| Interview | |
| Potential Employee Name: | Phone Number: |
| Staff Person: | Date of Interview: |
| interest in Employement | |
| * Who recommended you for this job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Job Description**  The most basic description of the job is to transport or assist in transport children to and from school and school events safely.  Obviously, you must be a safe driver or caring person with common sense, able to keep on schedule, have the ability to learn the rules and regulations and policies regulating our industry and company. Good people skills are essential in the day to day dealings with students, parents, customers, school officials and co-workers. You should have pride in yourself and the job you do and that pride starts with presenting yourself to the public as a professional. Personal hygiene, clean clothes and a clean bus are starting points to achieve this. You should have a clean background, and must inform us at this time if you have any pending issues with Social Services, Law Enforcement or DMV. | |
| * Are you interested in becoming employed with our company? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if yes- read details below)   Typical work hours are usually in the morning between 6:30am-8:30am and afternoon between 2pm-4pm, about 3-4 hours per day. The pay for these routes is between $8 and $15 per hour to start, depending on which Positions are available. In the Fall, Spring and Summer, there opportunities to earn more money in the company to provide transportation services for other purposes such as class trips, school athletic trips, summer camps and regular charter trips, for drivers. You will be entitled to annual pay increases, holiday pay and snow day pay under certain conditions. We offer a great company matched 401k program after 6 months of employment and a shared premium health care program after one year. We cannot guarantee how much, if any, work will be available with our company when you complete the screening process. However applying for this position will provide you with the opportunity to come abourd should a position arrive down the road. | |
| History | |
| * Would you consider yourself a good driver? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * How long have you been a licensed driver?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Have you driven professionally before? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Have you worked with Children before? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * During the hiring process there will be a review of your driving record, a criminal background check, an internet background check and you must be able to pass a physical and drug screening. Do you foresee any issues in these areas that may disqualify you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | |
| **Interested?** | |
| We offer classes once a month. (Check the calendar and tell the applicant the dates and times) Ask applicant if they would you like you to mail them some information about the class and the NYS CDL manual.  Dates of CDL classes signed up to attend: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

* Set up for Fingerprinting: Appt Time/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Set up for Physical and Drug Testing:
* Set up with Paperwork for background checks:
* Set up with payroll and compliance paperwork
* Set up for a Pre-Service Class: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Set up to start a VDRA period: When:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Where:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_