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## APPLICATION PROCESS FOR SUBSTITUTE SCHOOL BUS DRIVER POSITION

1. APPLICANTS MUST MEET THE FOLLOWING CRITERIA:
  - ✓ A high school diploma or GED is preferred.
  - ✓ Must have a good driving record with no more than 2 current points on your license.
  - ✓ There can be no charges, probation before judgment or convictions for controlled substances, DUI, DWI for a minimum of the last 10 years.
  - ✓ Complete an acceptable criminal background check.
  - ✓ Must be 21 years of age.
  - ✓ Receive a NEGATIVE controlled substances test.
  - ✓ Pass MVA physical exam for school bus drivers.
2. Complete an on-line application by visiting [wcpshr.com](http://wcpshr.com), click on Employment Opportunities. Fill out completely, with full addresses (street and zip code on reference section). Be accurate and complete. YOU MUST SELECT **SUBSTITUTE BUS DRIVER** AS THE POSITION.
3. If you do not have access to the internet, applications may also be completed in-person by going to the Center for Education Services at 10435 Downsville Pike, Hagerstown, MD 21741.
4. You will be required to supply three employment related references. These references must be from a current or previous employer. Please note that one reference must be from a past or a current supervisor, the other two must be from co-workers.
5. Once the application is reviewed, qualified candidates will receive a screening call for from the WCPS Transportation Department driver instructor.
6. If called for an interview, you are required to produce a complete, certified copy of your driving record from the MVA (\$12.00).
7. If you are a successful candidate, you will be required to attend a minimum of 5 days of classroom instruction, normally scheduled from 8:00 a.m. to 1:30 p.m.
8. You must pass the written tests for a P, S, and airbrake endorsement to obtain a Learner's Permit (\$90.00).
9. You will then be scheduled for a minimum of 9 hours of behind-the-wheel instruction, depending upon the individual.

If you have any questions regarding the application process, please call the Transportation Department at 301-766-2913.

M:Driver Trainer/Application process