

Lafayette Parish School System Substitute Bus Driver Application

Please complete in its entirety all pages in this application. You are required to return this application and requested documents to the Office of Human Resources & Operations. Once ALL documents are completed, the applicant should then schedule an appointment for background fingerprinting at <https://lpsshr.appointlet.com> . Once the applicant's background is reviewed and approved, the application will be processed. If you have any questions concerning this application, please contact our office at 337-521-7050.

Substitute Bus Driver Application Checklist

- Substitute Bus Driver Application
- Procedures and Information Approval
- Signed copy of Job Description
- Bus Driver Training Verification Form

Requested Required Documents (Provide copies of the following documents):

- CDL Physical Examination Form
- Medical Examiner's Certificate
- Copy of Driver's License with Passenger and School Bus Endorsement
- Copy of Social Security Card
- Copy of Birth Certificate
- Copy of Proof of High School Diploma/GED or signed Adult Ed. Evaluation Plan
- Copy of Defensive Driving Certificate
- Copy of CPR/First Aid Certification

Human Resources Office Use Only:

- ◇ Notify Transportation Office to request Driving Record from LA DPS
 - Yes, emailed: _____

- ◇ All documents are completed. The applicant can be processed for a background check:
 - Background Check (Completed in the LPSS Human Resources Office)



LAFAYETTE

PARISH SCHOOL SYSTEM

Strength, Tradition, Excellence

Date Received Stamp (HR Use Only)

SUBSTITUTE BUS DRIVER APPLICATION

PERSONAL INFORMATION

Last Name	First Name	Middle Name	
Street Address	City	State	Zip Code
Date of Birth	Social Security Number	Home Telephone	Cellular Telephone
Driver's License/I.D. Number	State Issued	Email Address (Required)	

EMERGENCY CONTACTS

Last Name, First Name	Relationship	Telephone Number
Last Name, First Name	Relationship	Telephone Number

EDUCATION

High School/ G.E.D Program Graduated	Highest Grade Level Attained	Year
College Attended	Number of Years Completed	Degree Awarded (Please Specify Major)

EMPLOYMENT HISTORY

Name of Employer	Time Period Worked	Position Held	Name of Immediate Supervisor	Telephone Number
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MILITARY EXPERIENCE

PLEASE LIST YOUR MILITARY EXPERIENCE

THE LAFAYETTE PARISH SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER

Revised: October 5, 2010

GENERAL INFORMATION

Question	Yes	No	If Yes, Please Explain
Have you ever been employed with the Lafayette Parish School System?			
Are you currently receiving benefits from Louisiana School Employee's Retirement System?			
Are you related to any person currently serving as a board member of the Lafayette Parish School System?			
List any members of your immediate family who are employed by the Lafayette Parish School System.			
Have you ever been discharged or requested to resign from a position?			
Have you ever been convicted of a violation of the law other than a traffic violation?			
Do you currently have a criminal charge pending against you?			
Have you ever been convicted of a criminal charge?			
Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse or rape of a child?			
Are you currently enrolled in a Teacher Candidacy program? If so, please list the semester planning to student teach?			

QUESTIONNAIRE

Briefly, please explain why you would like to become a substitute.
Briefly, please explain your strengths that you believe will benefit you as a substitute.
Briefly, please explain your weakness that you believe will pose a challenge for you as a substitute.

DISCLOSURE: As part of employment process Lafayette Parish School Board (LPSB), will obtain a consumer report which I understand may include information regarding my character, general reputation or personal characteristics as authorized by L.R.S. 15:587 for Educational Requests.

AUTHORIZATION: During the application process and at any time during the tenure of my employment with LPSB I hereby authorize the LPSB to procure a consumer report which I understand may include information regarding my character, general reputation or personal characteristics. This report may be compiled with information from credit bureaus, court records repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration copies, business or references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation or personal characteristics.

Applicant Name (Please Print)

Date

Social Security Number
For Identification Purposes Only

Date of Birth

Applicant Signature

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Procedures and Information Approval

You **MUST** submit a complete application to the Human Resource Office and have it processed prior to beginning employment with the Lafayette Parish School System. Starting employment prior to having a complete application will void any days worked. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED UNTIL ALL REQUIRED DOCUMENTS ARE ATTACHED. SUBSTITUTE APPLICATIONS ARE HELD FOR A MAXIMUM OF SIXTY (60) DAYS. FAILURE TO COMPLETE A CRIMINAL BACKGROUND CHECK OR SUBSTITUTE INSERVICE WILL RESULT IN THE APPLICATION BEING DESTROYED.

Applications and all attached documents cannot be returned or duplicated. Please copy any paperwork needed prior to submitting them to the Human Resource Office.

Personal Information Changes:

To modify any identity information, such as name, address, and telephone number, the substitute must complete a "Change of Address" Form. Changes will be posted within two (2) to four (4) business days after receiving this form. This form and others can be found at <http://www.lpssonline.com/forms> .

Records of Arrest:

A criminal record does not automatically disqualify a substitute from employment within our school district. All backgrounds containing a record **MUST** be approved by the Deputy Superintendent of Human Resources and Operations (or his/her designee) prior to the completion of processing your application.

Retirement:

It is the responsibility of the applicant to notify the Lafayette Parish School System that he/she are a retired employee with the Louisiana Teachers' Retirement System.

Standards:

All substitute applications will stay active as long as you are working for the Lafayette Parish School System. Failure to work for the Lafayette Parish School System for six (6) consecutive months will render the application inactive, in which case the supplemental employee will have to restart the application process.

I, hereby agree to abide by the above procedures and information during my employment with the Lafayette Parish School System. I understand that any violation of these and any other policies may result in disciplinary action or termination of my employment. I also understand that any changes in district policy or law could cause changes to the above information.

Signature: _____

Date: _____

JOB TITLE: SCHOOL BUS DRIVER

QUALIFICATIONS: High school diploma or GED

REPORTS TO: Director of Transportation; Principal

JOB GOAL: Transports students, teachers, and authorized personnel in a bus for the Lafayette Parish School System

MAJOR DUTIES AND RESPONSIBILITIES

- Transports only students, teachers, and authorized personnel
- Discharges students only at authorized stops
- Maintains bus in a safe and clean condition
- Reports all accidents and completes required reports immediately
- Becomes familiar with and adheres to applicable policies, statutes, and procedures set forth in State Bulletin 1475, Operational and Vehicle Maintenance Procedures; State Bulletin 1191, School Transportation Handbook; and Lafayette Parish School System Bus Driver and Bus Attendant Handbook
- Maintains student discipline on the bus and reports misbehavior to proper school authorities
- Notifies the proper authority in case of mechanical failure or delays
- Completes all required forms and returns them promptly
- Attends periodic safety meetings and attends a minimum of eight hours in-service training biannually
- Adheres to assigned route and schedule
- Cooperates with other drivers in case of emergency
- Drives regular assigned routes and extra routes during the school day as assigned by the Director of Transportation
- Special Education bus drivers must maintain a daily bus log (attendance record) showing whether students rode the bus each day.
- Contract Bus Drivers must maintain a current student roster of students assigned to their bus routes.
- Performs other duties as may be assigned by the Director of Transportation or the Coordinators
- Works a minimum of 23 hours per week which includes driving time, dead mileage, pre-trip inspections, up-keep of bus, stand-by time, extra routes, and field trips

REQUIREMENTS OF WORK

- High school diploma or GED
- Must have valid commercial driver's license (CDL) with passenger endorsement
- Must be 21 years of age or older
- Must have three years or 36,000 miles driving experience without any chargeable major

School Bus Driver

- accidents or traffic violations
- Must complete forty hours of pre-service training as outlined in Bulletin 1191
- Must pass the CDL physical examination required for bus drivers
- Must complete a physical examination and a psycho-physical examination prior to each school year
- Must be physically able to assist in lifting and transferring students to seat or to assist in evacuation

TERMS OF EMPLOYMENT

Pay Grade: Bus Drivers' Salary Schedule
Working Days: 180

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED BY: _____ DATE: _____

WORKING CONDITIONS

The following physical demands/environmental factors are representative. While the general working conditions are not exhaustive, the information is intended to inform all parties. These are not designed to deprive anyone of his/her rights under any state or federal law.

Physical Demands/ Environmental Factors:

Lifting: heavy (50 pounds and over)	Standing, intermittent
Carrying: heavy (50 pounds and over)	Protracted or irregular hours of work
Exposure to excessive heat, cold, and humidity	Operation of motor vehicle
Pushing	Specific visual requirements for driving
Reaching above shoulder	Walking, intermittent
Use of fingers	Depth perception
Exposure to dust	Ability to distinguish basic colors
Occasional exposure to excessive noise	Occasional exposure to fumes or smoke
Unusual fatigue factors (long hours of driving on field trips)	
Specific hearing requirements (driving, oral and phone conversations)	



Substitutes' Supplemental Employees' Steps to Register Alio Employee Service Portal

The Payroll Department will no longer print and mail pay stubs. To view your pay stub. You must register in the Alio Employee Service Portal.

In the address bar at the top of the computer screen, type in:
Portal.lpssonline.com

Click on Create an account

Personal Information
Enter all requested information

Human Resources Department
113 Chaplin Drive
Lafayette, LA 70508
337-521-7050

Once you have gathered **all** required documents listed on the front page of this packet, schedule an appointment for background fingerprinting at:

<https://lpsshr.appointlet.com>

You must bring your complete packet and **all** required documents in order for us to begin your background check. If anything is missing, we will reschedule your background check for another time/day.

Lafayette Parish School System

Background Fingerprinting

Fingerprinting By Appointment Only

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113 Chaplin Drive
Lafayette, LA 70508
337-521-7050

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