

# **BUS DRIVER APPLICATION**

## **Bethlehem Christian Academy**

1. When completed, the application can be dropped off or mailed to the Bethlehem Christian Academy office.

<p><b>Bethlehem Christian Academy</b> <b>PO Box 548 Christmas Ave.</b> <b>Bethlehem, Ga. 30620</b> <b>ATTN: Rhonda Whiting</b></p>
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2. Applicant's references and records of crimes or motor vehicle violations, including a "limited criminal history, are checked with local, state and federal agencies.
3. **Driver Requirements:**
  - a. Driver must be no less than twenty-one years of age.
  - b. Drivers must hold a valid CDL license with Passenger Endorsement and School Bus endorsement or will be required to obtain a CDL license.
  - c. Drivers must be of good moral character.
  - d. Pre-employment drivers will be tested for alcohol and drug use in accordance with the approved procedures. Under no circumstances will an individual be placed on the payroll without proof of a successful completion of a drug test.
  - e. In the event of an accident while driving the bus for BCA, drivers are required to submit to drug and alcohol testing as soon as possible.
4. Once the above requirements are satisfactorily completed, the applicant will be considered for employment as a school bus driver for Bethlehem Christian Academy.

MOTOR VEHICLE RECORDS CHECK

I \_\_\_\_\_ do hereby authorize the Department of Motor Vehicles to release a 5-year copy of my driving record to Bethlehem Christian Academy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

\_\_\_\_\_  
Notary Public \_\_\_\_\_

My commission will expire \_\_\_\_\_

# BUS DRIVER APPLICATION

Bethlehem Christian Academy

*In compliance with Federal and State equal employment opportunity, qualified applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of non-job related medical condition or handicap.*

(answer all questions-please print)

Full name \_\_\_\_\_ Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_

Driver's License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Present Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
(STREET, APT #, CITY)

Date of Birth \_\_\_\_\_ Date of Application \_\_\_\_\_

## WORK EXPERIENCE

1. Employer \_\_\_\_\_ Address \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

2. Employer \_\_\_\_\_ Address \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

3. Employer \_\_\_\_\_ Address \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ to \_\_\_\_\_ Work Performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Please give names and addresses of three people not related to you for references regarding your general character and behavior.

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

### DRIVING RECORD

Have you been convicted of a moving traffic violation in the past 3 years? Yes No  
If yes, please explain: \_\_\_\_\_

Have you had any type of vehicle accident in the past 3 years? Yes No  
If yes, please explain: \_\_\_\_\_

Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes No

Has any license, permit or privilege ever been suspended? Yes No

Have you ever been charged with a misdemeanor or felony? Yes No  
If yes, please explain: \_\_\_\_\_

I understand that employment will be contingent upon proof of citizenship or immigration status (a completed I-9 form) and successful completion of background check.

### TO BE READ AND SIGNED BY APPLICANT

This certifies that the application was completed by me, and that all entries on it and information in it are true and completed to the best of my knowledge. I agree that any information I have supplied may be subject to verification. I agree that BCA will not be liable in any respect if my employment is terminated because of falsity of statements, answers or omissions made by me in this questionnaire. I also authorize the companies, schools or persons from all liability for any damage for issuing this information. I hereby certify that all statements and answers to questions regarding my physical ability to perform the job are true and were made by me without any reservations. I understand that any misleading or incorrect statements may render this application void, and if employed, would be cause for termination. I also understand that if employed, either BCA or I may terminate our relationship at will, without notice, or for any reason and that this employment application does not constitute an employment contract. This company is hereby authorized to release to any other firm or person with whom I may seek employment, any and all information concerning my employment application.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(APPLICANT'S SIGNATURE)

It is Bethlehem Christian Academy's policy to practice equal opportunity without regard to an individual's race, color, national origin, sex or age in application of any policy, practice, rule or regulation. Functioning as a non-profit religious entity, we can and do discriminate on the basis of religion as permitted under the federal Title VII of the Civil Rights Act of 1964.

**Bethlehem Christian Academy**  
**Insert to Employment**

Dear Applicant,

Jobs with Bethlehem Christian Academy involve contact with our student population. We ask that you complete the questions below to help evaluate your suitability to work with these students.

Give a brief summary of why you wish to become a bus driver for BCA: \_\_\_\_\_

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Have you driven a bus or truck? If yes, for how long? \_\_\_\_\_

List any medical, mental, nervous, organic or functional disease which might impair your ability to operate a school bus: \_\_\_\_\_

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Please comment on your ability to get along with others (supervisors, co-workers, etc.)

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Do you believe you are capable of maintaining good discipline on the school bus? Please explain: \_\_\_\_\_

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