

**CALCASIEU PARISH SCHOOL BOARD
BUS DRIVER REFERRAL FORM 21-22**



Date Form Received by Office:

**Must be submitted and received
before applicant begins class!**

Date of Class:

In an effort to recruit more bus drivers to service our fleet, the Calcasieu Parish School Board is offering a monetary incentive to employees that will be distributed in two phases – initial and continuous. An employee* in the CPSB system may refer a candidate to the CPSB driver certification school. The employee and candidate will complete this form and submit to Robert Barrentine – Chief Operating Officer. The phases of reward will be as follows:

- Initial Phase – The candidate completes certification, is hired by CPSB, and begins driving for the system. The referring employee* will receive \$300**
- Continuous Phase – The candidate has successfully driven for 60 days within a time period of 6 months. The referring employee* will receive an additional \$450**.

Please complete the following:

Name of Referring Employee*: _____

School/Department: _____ Position: _____

Address: (Home) _____

Phone # _____ Must be referred before class begins/ Date: _____

Please complete the following: The candidate's hiring is conditioned upon current CPSB policy for employment

Name of Candidate: _____

Address: (Home) _____

Phone # _____ Must be referred before class begins/ Date: _____

I am verifying that I have referred the above candidate for certification and employment in the CPSB system as a bus driver.*

Print- _____

Signature - _____

I am verifying that I have been referred for certification and employment in the CPSB system as a bus driver. The CPSB employee who has referred me is named above.

Print- _____

Signature - _____

*Employees who have as their duties to recruit for the CPSB system are NOT ELIGIBLE for the monetary incentive. Employees who may be utilized in a temporary position for recruitment are NOT ELIGIBLE. (For example – Some personnel department members are NOT ELIGIBLE because their duties include recruitment. Employees working the transportation table at the job fair are NOT ELIGIBLE because their temporary job duties are for recruitment. Other situations which may violate this aspect of the program (recruitment duties) will be evaluated on a case-by-case basis. The program is intended for good-faith recruitment.

**The monetary incentive is subject to normal CPSB deductions ##The candidate must not already be a driver for CPSB

Office Use ONLY: Approved _____ Disapproved _____ Date: _____

Signature: _____ Position: _____