

Transportation Department Hiring Process

Garfield-Palouse Schools

- 1) Candidate will complete and turn in the Pre-Employment Background Questionnaire, Washington State Patrol Background Check, Criminal History Disclosure and Drivers Abstract.
- 2) Transportation Supervisor will review and discuss the above mentioned paperwork. Successful candidates will be given an application.
- 3) Candidate will complete and turn in their application
- 4) Transportation Supervisor will review application and check references.
- 5) Viable candidates will be invited to be interviewed by the interview committee consisting of, but not limited to, the Transportation Supervisor, Light Maintenance, and a bus driver. Interviews will be scored according to the scale.
- 6) Candidates that pass these initial steps will be invited to partake in the Bus Driver Certification class. Prior to the beginning of class candidates must:
 - a. Pass the Pre-Employment Drug Screening
 - b. Be fingerprinted (cost \$45.75 payable to GSD, not reimbursable)
 - c. Acquire a Commercial Driver Instruction Permit (\$10, reimbursed after 3 months of employment as a GP bus driver)
 - d. Acquire and Pass the CDL Physical (up to \$50 will be reimbursed after 3 months of employment as a GP bus driver)
 - e. Acquire the Airbrake Restriction Endorsement (\$10, reimbursed after 3 months of employment as a GP bus driver)
 - f. Acquire the Passenger Endorsements (\$10, reimbursed after 3 months of employment as a GP bus driver)
 - g. Acquire the School Bus Endorsements (\$10, reimbursed after 3 months of employment as a GP bus driver)
- 7) After completion of the class, the driver must acquire the Third Party Testing in School Bus Endorsement (\$10, reimbursed after 3 months of GP employment as a bus driver) and pass their Commercial Driver License Skill Test (\$100 reimbursed after 3 months employment as a GP bus driver)
- 8) As a trainee you will obtain a Class "B" C.D.L.
- 9) Garfield-Palouse Schools will pay all candidates at the "trip pay" rate for up to 20 hours of classroom and driving instruction, payable upon completion of the course and receiving their certification.
- 10) Congratulations! You are now a GP Bus Driver. You will be placed on the Trip Driver/Substitute list and will be called to work. Please review the classified agreement to review your rights as a classified employee.

Garfield-Palouse Transportation Cooperative 302-301

P.O. Box 398

Garfield, WA 99130

(509)635-1331 FAX (509)635-1332

PRE-EMPLOYMENT BACKGROUND QUESTIONNAIRE

Please complete the following questions and sign the declaration. Any falsification or misrepresentation, including omission of a material fact or failure to complete any part of your application or this questionnaire can be grounds for denial of employment or termination of employment with the Garfield-Palouse School Districts.

ALL REQUIRED DOCUMENTATION REQUESTED BELOW MUST ACCOMPANY THIS FORM. ALL QUESTIONS MUST BE ANSWERED. IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET OF PAPER. IF YOU DO NOT UNDERSTAND ANY QUESTION, ASK FOR CLARIFICATION BEFORE ANSWERING. ANY ITEM LEFT INCOMPLETE MAY DISQUALIFY THE APPLICATION.

SECTION 1 – PERSONAL INFORMATION (PLEASE PRINT OR TYPE)

- | | Last | First | Middle |
|--|-----------------|-------------|-------------|
| 1. NAME: | | | |
| 2. Address: (complete mailing address) | | | |
| 3. Telephone: | | | |
| | Business () | Home () | Cell () |
| 4. Please list all current and former names (a) you have used when working for another employer or (b) by which you are known to reference. (If more than three, list on a separate sheet of paper.) | | | |

SECTION II – PROFESSIONAL FITNESS

If you answer "yes" to any of the questions in Section II, provide a complete explanation on a separate sheet of paper, including duties, circumstances, and any supporting documentation.

YES NO

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | 1. Have you ever been dismissed, discharged, non-renewed or fired from any employment? |
| ☐ | ☐ | 2. Have you ever resigned from or otherwise left any employment while allegations of misconduct or poor performance on your part were pending or under investigation? |
| ☐ | ☐ | 3. Have you ever terminated your employment (voluntarily or under threat of termination) before your contract had been fully completed? |
| ☐ | ☐ | 4. Have you ever been formally disciplined by a past or present employer? |
| ☐ | ☐ | 5. Are you currently the subject of any investigation or inquiry because of allegations of misconduct, unprofessional conduct, or harassment by an employer? |

SECTION II – PROFESSION FITNESS (continued)

YES NO

- ☐ ☐ 6. Has any entity or person ever notified you or implied to you that you might be placed on a plan of improvement, placed on probation, disciplined, non-renewed, or discharged?
- ☐ ☐ 7. Have you ever been placed on administrative leave pending investigation of allegations of misconduct with any employer?
- ☐ ☐ 8. Has any entity or person ever notified you or implied to you that you might be placed on administrative Leave pending investigation of allegations of misconduct?
- ☐ ☐ 9. Have you ever been the subject of a complaint to the Superintendent of Public Instruction or any other Disciplinary board or licensing body?
- ☐ ☐ 10. Have you ever resigned or otherwise separated from any employment (inclusive of regular, part-time, or extracurricular positions in order to avoid discipline, discharge, nonrenewal, threatened discipline, discharge or nonrenewal, or perceived future discipline, discharge or nonrenewal?
- ☐ ☐ 11. Have you ever been disciplined, discharged, non-renewed or threatened to be disciplined, discharged, or Non-renewed from any employment (including regular, part-time, and extracurricular positions)?
- ☐ ☐ 12. Have you ever been on a plan of improvement or placed on probation with any employer?
- ☐ ☐ 13. Is disciplinary action currently pending anywhere against you?
- ☐ ☐ 14. Have you ever had an education or job related license, permit or certificate revoked or suspended, or been subject to discipline, from a licensing or certification agency

SECTION III – FITNESS (If you answer “yes” to questions 4 or 5, attach copies of any court orders entered in the proceeding)

YES NO

- ☐ ☐ 1. Are you able to perform the essential job functions of the certificated/classified position, for which you have applied, with or without reasonable accommodation?
- ☐ ☐ 2. Do you currently use illegal drugs?
- ☐ ☐ 3. Have you used illegal drugs in the last 10 year? If your answer is “yes”, explain on a separate sheet of paper
- ☐ ☐ 4. Have you ever been found in any dependency or domestic relation matter to have sexually assaulted or exploited any minor?
- ☐ ☐ 5. Have you ever been found in any dependency or domestic relation matter to have physically abused any person?
- ☐ ☐ 6. If you use alcohol or legal drugs, will your use interfere with your ability to perform your duties as a bus driver, or cause you to not to be drug/alcohol free during all working hours?

DECLARATION

I, _____ certify (or declare) under the penalty of perjury under the laws of the State of Washington that the foregoing and all information included in the application is true and correct.

If the information provided or answer(s) to any question on the Applicant Disclosure Form or Pre-Employment Background Questionnaire change prior to my being hired, I understand that I must immediately notify the Garfield-Palouse School Districts.

I understand I must answer this application truthfully and completely. Any falsification or misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of employment or termination of employment. I further understand that applicants are employed on a conditional basis pending completion of a background investigation.

Signature

Date

City/State

Employment Information

Successful candidate must complete a Washington State Patrol/FBI fingerprint background check. Garfield and Palouse School Districts are affirmative action, equal opportunity employers. Employees of Garfield and Palouse must abide by all districts' policies, including maintaining a smoke and tobacco-free work environment and drug-free workplace. Garfield and Palouse School Districts do not discriminate on the basis of sex, race, creed, religion, color, national origin, sexual orientation including gender expression or identity, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or age and provides equal access to the Boy Scouts and other designated youth groups.

WASHINGTON STATE PATROL

Identification and Criminal History Section
PO Box 42633, Olympia WA 98504-2633



REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT RCW 43.43.830 THROUGH 43.43.845 (Instructions on Reverse Side)

(A) REQUESTING AGENCY/ADDRESS <u>Palouse School District #301</u> Agency _____ <u>Frankie Swinney, Business Manager</u> Attn _____ <u>600 E Alder Street</u> Address _____ <u>Palouse, WA 99161</u> City/State/Zip _____ I certify this request is made pursuant to and for the purpose indicated. Authorized Signature Date _____ Business Manager (509) 878-1921 Title Area Code/Phone Number

(C) APPLICANT OF INQUIRY (Please provide as much information as possible; name and date of birth are mandatory.) Applicant's Name: _____ Last First Middle Alias/Maiden Name(s): _____ Date of Birth: _____ Sex: _____ Race: _____ Month/Day/Year Secondary dissemination of this criminal history record information response is prohibited unless in compliance with statute.

(D) WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION As of this date, the applicant named below has no record pursuant to RCW 43.43.830 through 43.43.845. <u>Palouse School District #301</u> Requesting Agency _____ Applicant's Signature _____ Applicant's Name _____ Address _____ City/State/Zip _____	WSP Use Only Applicant Right Thumb Print (Optional)
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Criminal History Disclosure: Garfield-Palouse Transportation Department

1. Are you presently charged with, but not convicted of, any crime? (Exclude civil infractions, such as minor traffic citations. DUI and DWI convictions are not minor traffic citations and must be reported).

_____Yes_____No

- If yes, include an explanation of the nature of the charge, place, date, and court. A pending criminal charge will not necessarily bar you from District employment.

2. Have you ever been arrested and/or charged with a crime at any time?

_____Yes _____No

If yes, as to each arrest, supply the following information:

- Were you charged with a crime? _____Yes_____No
➤ If yes, are the charges still pending? _____Yes_____No
➤ If yes, indicate the nature of the charge, date charged, court of jurisdiction, case number, and trial date (if scheduled).

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- If the charges are not still pending, indicate the nature of the charge, the date charged, the court of jurisdiction, and the case number, and specify how the charges were resolved. (Indicate whether by dismissal, acquittal, conviction, guilty plea, agreement with court or prosecutor, or some other manner of disposition.)

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3. Have you ever been convicted of any crime? (The term "convicted" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as minor traffic citations. DUI and DWI convictions are not minor traffic citations and must be reported).

_____Yes _____No

If yes, include an explanation of the nature of the crime, place, date and court. (A conviction record will not necessarily bar you from District employment).

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4. a.) CHECK ANY OF THE FOLLOWING FOR WHICH YOU HAVE BEEN CONVICTED, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED: (See above (3) for definition of "convicted").

- | | |
|---|---|
| <p>☐ Custodial Assault</p> <p>☐ First, Second, or Third Degree Assault of a Child</p> <p>☐ First, Second, or Third Degree Assault</p> <p>☐ Simple Assault</p> <p>☐ First or Second Degree Custodial Interference</p> <p>☐ Incest</p> <p>☐ First, Second, or Third Degree Rape of a Child</p> <p>☐ Child Abandonment</p> <p>☐ Child Abuse or Neglect as Defined in RCW 26.44.020</p> <p>☐ Violation of Child Abuse Restraining Order</p> <p>☐ Child Buying or Selling</p> <p>☐ First or Second Degree Kidnapping</p> <p>☐ First, Second, or Third Degree Child Molestation</p> <p>☐ Indecent Liberties</p> <p>☐ Felony Indecent Exposure</p> <p>☐ Vehicular Homicide</p> <p>☐ Unlawful Imprisonment</p> <p>☐ Malicious Harassment</p> <p>☐ Endangerment with a Controlled Substance</p> | <p>☐ First or Second Degree Sexual Misconduct with Minor(s)</p> <p>☐ Patronizing a Juvenile Prostitute</p> <p>☐ Selling or Distributing Erotic Material to Minor(s)</p> <p>☐ Sexual Exploitation of Minor(s)</p> <p>☐ Communication with a Minor for Immoral Purposes</p> <p>☐ First Degree Arson</p> <p>☐ First Degree Burglary</p> <p>☐ Aggravated Murder</p> <p>☐ First or Second Degree Murder</p> <p>☐ First or Second Degree Extortion</p> <p>☐ First or Second Degree Manslaughter</p> <p>☐ First, Second, or Third Degree Rape</p> <p>☐ First or Second Degree Robbery</p> <p>☐ Criminal Abandonment</p> <p>☐ First or Second Degree Criminal Mistreatment</p> <p>☐ Promoting Pornography</p> <p>☐ First Degree Promoting Prostitution</p> <p>☐ Prostitution</p> <p>☐ First or Second Degree Custodial Sexual Misconduct</p> |
|---|---|

4. b.) _____ CHECK HERE IF YOU HAVE NOT BEEN CONVICTED OF ANY OF THE ABOVE, INCLUDING ANY OF THESE CRIMES AS THEY MAY HAVE BEEN RENAMED.
5. Have you ever been:
- (a) found by a court in a protection proceeding under Chapter 74.34 RCW to have abused or financially exploited a vulnerable adult or _____ Yes _____ No
- (b) convicted of the following crimes where the victim was a vulnerable adult: (Vulnerable adult means adults of any age who lack the functional, mental or physical ability to care for themselves.)
- | | |
|--|--------------------|
| •First, second, or third degree extortion | _____ Yes _____ No |
| •Forgery | _____ Yes _____ No |
| •First, second, or third degree theft | _____ Yes _____ No |
| •First or second degree robbery | _____ Yes _____ No |
| •Any of the foregoing crimes as they may have been renamed | _____ Yes _____ No |
- If yes to any of the above, please explain. _____
6. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance? _____ Yes _____ No
- If yes, explain. _____
7. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor? _____ Yes _____ No
- If yes, explain. _____
8. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor, or to have physically abused any minor? _____ Yes _____ No
- If yes, explain. _____
9. Have you ever been found in any disciplinary board final decision to have sexually or physically abused any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board final decision" means (a) any final decision by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision by a disciplinary authority under Chapter 18.130 RCW of the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, massage, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology. _____ Yes _____ No
- If yes, explain: _____
10. Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions 1 through 9 above? _____ Yes _____ No
11. The above questions pertaining to criminal history disclosure is not exhaustive. Have you ever been charged, arrested or convicted of another crime. _____ Yes _____ No
- If yes, please explain in accordance with Section II Criminal History Disclosure, questions 1-4 above. _____

Applicants, who have been offered employment will be required to complete a Request For Criminal History Form, will be required to submit to fingerprinting, and will be required to complete a Washington State Sexual Misconduct Disclosure Release. Applicants shall be employed on a conditional basis pending completion of the background investigation. Being employed on a conditional basis means that the District has the absolute right to deny you employment if, in it's exclusive judgment, your background investigation results in any basis for the District to decide that your employment is not in the best interest of the District. An inquiry may be made to the Washington State Patrol, a Federal, or other law enforcement agency to verify your responses to the above inquiries. A copy of any response received pursuant to such inquiry will be made available to you upon request.

Driver Record Request

Permission Form

I, _____, give Garfield-Palouse Schools permission to request a copy of my driver record. The purpose is to verify that I meet the eligibility requirements regulated by the State of Washington to become a bus driver. I understand that a refusal to sign this waiver will make me ineligible to work for Garfield-Palouse Schools as a bus driver.

Print Name

Signature

Date