

BUS AIDE APPLICATION PACKET



Application for Employment
(Non-Instructional Classified Support Positions)



Personal Information			
Last Name		First Name	Middle Initial
Birth Date		Social Security Number	
Address	City	State	Zip
Home Phone Number	Cell Phone Number	Email Address	
Employment Preference			
Position(s) you are applying for:			Available start date

Educational Background			
High School Name	Location	Years Attended	Diploma/GED
Vocational School Name			Diploma/Certification
College Name			Degree Awarded
College Name			Degree Awarded

Employment History (A resume may be attached for this section) – Start with most recent position		
Employer (1)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? ☐ Yes ☐ No	Reason for Leaving	Status ☐ Full-Time ☐ Part-Time ☐ Temporary
Briefly describe your duties and accomplishments		

Application for Employment

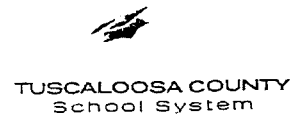
(Non-Instructional Classified Support Positions)

TUSCALOOSA COUNTY
School System

Employer (2)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? ☐ Yes ☐ No	Reason for Leaving	Status ☐ Full-Time ☐ Part-Time ☐ Temporary
Briefly describe your duties and accomplishments		
Employer (3)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? ☐ Yes ☐ No	Reason for Leaving	Status ☐ Full-Time ☐ Part-Time ☐ Temporary
Briefly describe your duties and accomplishments		
Employer (4)	Job Title	Dates Employed
Supervisor	Phone Number	Email Address
Address	City	State, Zip
Currently working in this position? ☐ Yes ☐ No	Reason for Leaving	Status ☐ Full-Time ☐ Part-Time ☐ Temporary
Briefly describe your duties and accomplishments		

References (at least two must be work-related)			
Name	Relationship to applicant	Phone Number	Email Address

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CERTIFICATION OF APPLICATION FOR EMPLOYMENT

Please read the following statements carefully and initial the boxes as confirmation of your having read and accepted these conditions:

_____ I certify that, to the best of my knowledge, all information provided by me on this employment application and all other information provided by me in the course of applying for employment with the Tuscaloosa County School System is truthful, accurate, and complete.

_____ I consent to the submission of my fingerprints to the Alabama Bureau of Investigation and the Federal Bureau of Investigation for reports on my criminal history, and I consent to the release of such criminal history background information to the State Department of Education and any local board of education with whom I seek employment. I hereby release the Alabama State Department of Education, the Tuscaloosa County School System and its employees, representatives, and agents thereof from any and all liability claims or damages for the acquisition and use of information obtained from these sources or developed as a result of contacting the previously named sources.

_____ Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

_____ I hereby authorize the Tuscaloosa County School System with whom I seek employment to obtain information relating to my current and previous employment, education, personal history records, military service records, and criminal history records.

_____ I hereby authorize the release of any information relating to my current and previous employment, education, personal history records, military service records, and criminal history records. I fully waive any rights or claims I have against the organization(s), its employees, representatives, and agents providing such information from any and all liability claims or damages that may directly or indirectly result from the use, disclosure, release or omission of any such information by any person or party.

_____ I understand that, if employed in a position that requires driving as one of the tasks, it is my duty to immediately advise my department head in writing of all traffic accidents and/or driving violation citations I have received or may receive in the future. Furthermore, it is my duty to immediately advise my department head in writing of changes in my health condition that may present a threat of harm to my own health or safety, or to the health and safety of others. Failure to comply may be deemed just cause for termination by the local board of education. I further understand that every local board of education within Alabama has a vital interest in maintaining safe, healthful, and efficient working conditions for its students, the public, and vehicle operators. Using or being under the influence of alcohol and/or drugs on the job is illegal and may pose serious safety and health risks not only for the user, but to all those who come in contact with the user. The possession, use or sale of alcohol or an illegal drug poses unacceptable risks to safe, healthful, and efficient operations.

- _____ (If required by job description)
- a. I hereby understand and agree to submit to pre-employment alcohol and drug testing, pursuant to the Code of Federal Regulations (49 CFR §382), which requires CDL drivers who wish to be considered for employment to submit to pre-employment alcohol and drug testing.
 - b. I understand that any CDL driver applicant who is unwilling to agree to these conditions should not apply for employment to any board of education or specialty school within Alabama.
 - c. I understand that a positive alcohol and/or drug test, or a refusal to test, will result in an application for employment no longer being considered or a withdrawal of an offer of employment, if an offer has been made.

The Tuscaloosa County School System does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Your application once submitted, become the property of the Tuscaloosa County School System and are public records. Your application will be kept on file for one year.

Applicant Signature: _____ Date: _____

Alabama State Department of Education

Educator Certification Section

Registering for a Criminal History Background Check with Fieldprint

Applicants will need:

- A computer, tablet or smartphone with internet access
- A valid email account
- Established AIM account
- ALSDE ID#
- Fee of \$44.95 paid by debit, credit or PayPal account (prepaid debit or credit cards are acceptable)
- Ability to provide commonly known personal information (SSN, DOB, DL#, height, weight, etc.)

Be sure to follow the required sequence below. If not, the process will not be completed successfully.

Step 1: Create an AIM Account

Step 2: Complete Background Check Registration in AIM

Step 3: Create Fieldprint Account

Step 4: Complete authorization forms, schedule appointment, and pay fee

Step 5: Report on fingerprint appointment.

ALABAMA STATE DEPARTMENT OF EDUCATION

ALSDE IDENTITY MANAGEMENT (AIM)

In your internet browser go to: <https://aim.alsde.edu/index.aspx>

1. Click on the 'Need an Account' button at the bottom of the screen
2. Enter a valid email address and click the 'Create Account' button
3. Confirm account creation (You will receive a confirmation email with instructions to complete the account creation. Click on the link sent to you in the email confirmation.)

The email should look like this:

This address recently requested to create an ALSDE AIM account. If you did not initiate this account creation, please delete and ignore this message.

If you want to create an account, please open the link below (or cut and paste into your favorite internet browser) to confirm your ownership of this account.

<https://aim.alsde.edu/aim/index.aspx?et=e22a52d-b0c8-4dc0-caac12e49669>

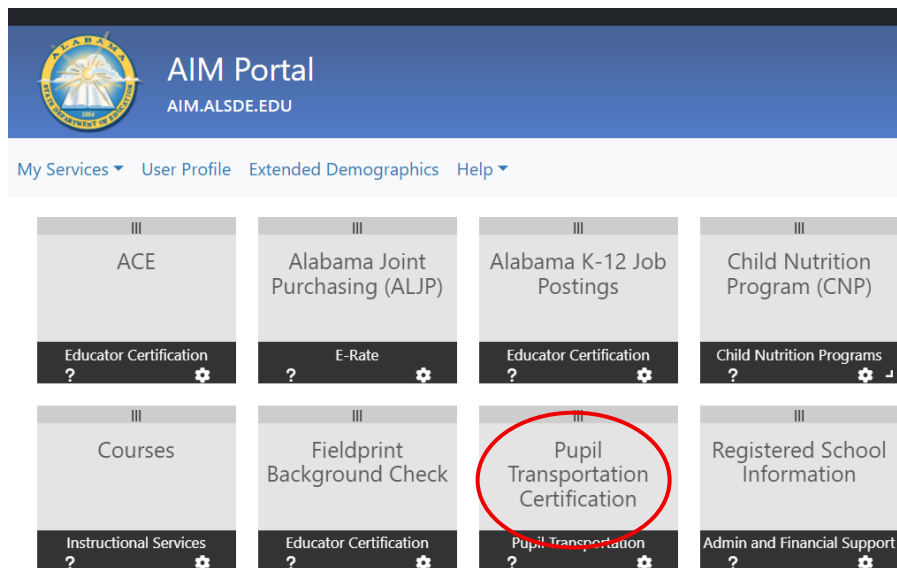
Please contact the ALSDE help desk during normal business hours by emailing helpdesk@alsde.edu or by calling 334.353.1250.

This email was sent from a notification-only address that cannot accept incoming mail. Please do not reply to this message.

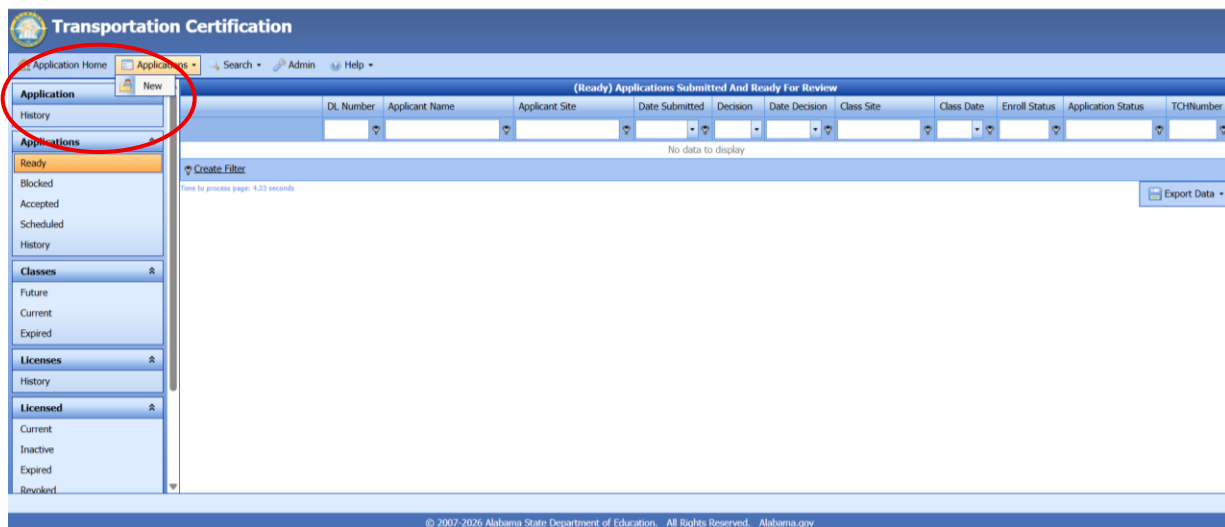
4. Complete the account creation by filling in the blanks
5. Click 'Create Account' button (Notate the login information for future reference)
6. Answer the three security questions (The drop-down box beside each field will give you different questions to choose from)
7. Click on the 'Save Answers' button once the answers have been entered.
8. Click each box on the AIM Login Confirmation Screen
9. Click the 'Continue' button

1. How do I get started?

To begin you log into your AIM account and update your profile then click the 'Pupil Transportation Certification' tile



After you have successfully updated your AIM profile and clicked on the 'Pupil Transportation Certification' tile you will be taken to a page that looks like the one below:



To start a new application: Point to Application and click NEW.

Personal information and contact information should be prefilled from the information you entered for your AIM profile. If you need to update any of those fields, you can click on the link in the SSN Statement as shown below. This will take you to the AIM USER PROFILE SCREEN.

Personal Info

Applicant Name:

Address Line 1: Address Line 2:

City: County: State: Zip-5: Zip-4:

Drug Test Results

Add Drug Test	Results	Date Created
No data to display		

Contact Info

Home Phone #: Cell Phone #: Work Phone #:

Email Address:

Driver Info

SSN Statement: Collection of your social security number (SSN) is required for the purpose of your personal background report. If incorrect, please update by editing your demographic details here.

D/L #: State: Expiration Date:

Physical Date: Physical Expiration Date:

Fill in Driver Info and Personal Background Report. Then Click Submit on the bottom of the application.

Click the 'I Accept' button to finish the submitting process, then click 'OK'

You can review your application at any time by going to Application, click History and click the 'App' button.

If you answer NO to all questions in the Personal Background Report, you will receive an email like this:

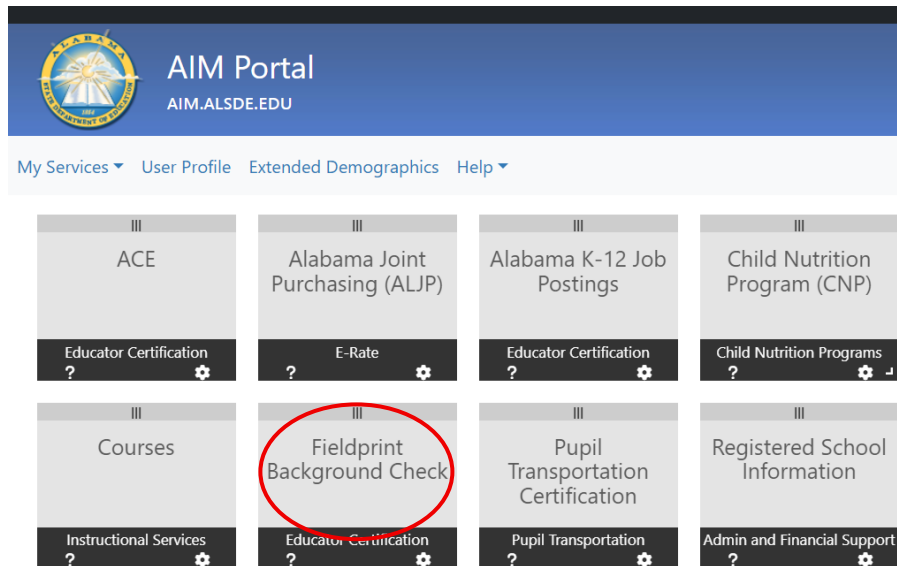
Thank you for your interest in being a school bus driver in Alabama.

- If you do not already have a class B Commercial Driver License with Passenger (P) and School Bus (S) endorsements, you will need to contact a local license office in order to do so. You will take the necessary written tests for proper licensing at this time. Upon passing each of the written tests, you will be issued a Commercial Learners License that will be valid for 180 days and is necessary for your local school system to assist you in the required training.
- If you have not done so, you will need to have a 'clear' background check. PLEASE NOTE: To be fingerprinted for a criminal background check you MUST register and pay online at <https://alabama.fieldprint.com/> Fieldprint WILL NOT fingerprint anyone who has not registered online or by phone (no exceptions). See the website for Print Locations and Hours along with other important information. Valid identification is required.
- If you have not done so, contact your local school system transportation department in order to schedule your Pre-employment Drug Screening.
- If you have not done so, you will need to have a current Alabama School Bus Driver Physical and/or Department of Transportation (DOT) Physical.

Contact your local school system transportation department, as there are other documents that are necessary in order to complete your application.

Alabama State Department of Education
Pupil Transportation Section
PO Box 302101
Montgomery, AL 30130

Login to your AIM account and select the 'Fieldprint Background Check' tile as shown below. Please have your ALSDE ID# that was assigned in AIM for this section when attempting to schedule an appointment with Fieldprint.



1. Click the 'Set' button under Educator Certification and Criminal Background Checks.
2. Enter Race and Ethnicity details and click the 'Save' button and then click the 'Continue to Citizenship' button.
3. Enter Citizenship details and click the 'Save' button and then click the 'Continue to Phone Numbers' button.
4. Enter Phone Number details and click the 'Continue to Home Address.' **Note: At least one phone number is required for registration.**
5. Enter/Edit Home Address details and click the 'Continue to Characteristics' button.
6. Enter Characteristics and click the 'Save' button and then click the 'Continue to Birth Details' button.
7. Enter Birth Details and click the 'Save' button and then click the 'Continue to Background Details' button.
8. The applicant will select the reason they are seeking the background check.
9. Next the applicant will select the type of institution they are seeking employment with, the name of the institution, and answer questions regarding convictions.
10. Applicant answers questions regarding convictions and then clicks the 'Save' button and then clicks the 'Continue to FBI Demographics.' **Note: If the applicants select 'YES' a pop-up message will be displayed informing the applicant to send additional information to the ALSDE. A 'Yes' response does not prevent the applicant from completing registration.**
11. The FBI Demographics screen has been added to our registration process. The addition of this screen gives us the opportunity to align data collected on Race, Place of Birth, and Country of Citizenship with FBI requirements. This will eliminate errors that applicants frequently find if they enter certain information into these fields. The applicant should enter the requested information based on available options and click the 'Save' button and then click the 'Continue to State Identification' button.

12. Enter State Identification details and click the 'Save' button and then click the 'Continue to RSA ID' button.
13. If the applicant has an RSA ID number, enter in the appropriate field. If not, simply click 'No' and then click 'Continue' button to complete your AIM registration.

Applicants will be leaving the **Alabama State Department of Education** and going to **Fieldprint**. **Note:** Applicant will need their ALSDE ID for this section.

1. On the Fieldprint screen, click the 'Sign Up' button to begin.
2. User will review Fieldprint Authorization form and click the 'I Agree' button.
3. User enters information to create Username, Password and Security Questions and click the 'Continue' button. **Note: Please record your password and security questions and answers securely. Answers to security questions cannot be duplicated.**
4. Following the completion of the CREATE ACCOUNT screen the user will be taken to the 'Verify Account' screen. **Note: An 8-digit code will be sent to the email account entered on the previous screen. Enter the 8-digit code and click the 'Complete Registration' button.**
5. User is now taken to the Login screen. Click the 'Log In' button to continue with registration.
6. Provide the answer to the security question and click on the 'Continue' button. **Note: This Question & Answer was created during the account creation with Fieldprint.**
7. The applicant should simply scroll to the bottom of the page to find 'AL-Department of Education' and then click 'Continue with this Reason.' **Note: If any other reason is selected the results will not be sent to the ALSDE and the applicant will need to repeat the registration process correctly.**
8. Enter ALSDE ID, Last Name and DOB and click the 'Continue' button.
9. Enter contact information and then click the 'Continue' button.
10. Review AL DOE Release form and click in the 'I agree' box and then click the 'Continue' button.
11. Review FieldPrint Biometric Disclosure form and click in the 'I agree' box and then click the 'Continue' button.
12. Review the FBI Noncriminal Justice Applicant Privacy Statement and click in the 'I acknowledge' box and then click the 'Continue' button.
13. Review the Privacy Act Statement and click in the 'I acknowledge' box and then click the 'Continue' button.

14. **Scheduling your appointment and making your payment.** Enter your full address, city, state and click on the 'Find' button to find the Fieldprint locations nearest you. Next click the 'Find Availability' button to schedule an appointment time. **Note: The business name, address and other information that is displayed.**
15. Click the 'Part of day' button and time of requested appointment and then click the 'Continue' button.
16. Click the 'Debit or Credit Card' button or the 'PayPal' button as your payment option. Enter your payment information and then click on the 'Continue' button.
17. Review the appointment details and log out. **Note: An email confirmation of the appointment will be sent to the email address on the account. The email will include a list of approved forms of identification that must be presented during your fingerprint appointment. Be sure to review procedures for canceling an appointment, if necessary.**

Alabama DHR Child Abuse/Neglect "Erin's Law" Mandatory Reporting and Required Training

As a school employee or substitute, you are required by law to report any suspected child abuse/neglect to your local Department of Human Resources (DHR). Everyone can make a report, not just the school counselor. Our local DHR has requested that the person making the report should be the FIRST person that the child has talked to about an incident or anyone whose suspicions have been raised regarding the health/safety of a student.

We ask any time that you make a report that you make the local school counselor aware of the situation. (If a DHR worker is sent to the school to investigate, they typically do so through the counselor's office.)

When making a report, always try first to call DHR (**205.554.1100 or 205.554.1116 or 205.554.1117**), although it is sometimes difficult to get through by phone. If that is the case, there is a form that can be filled out and faxed to DHR. The Alabama DHR website states that reports should **NOT** be emailed. Blank forms will be in one of the mailboxes in the teacher's workroom directly behind the main office. If you fax a report, please give the school counselor a copy of the report.

If you need assistance or support when reporting suspected abuse/neglect, please don't hesitate to let the school counselor know! He or she will be glad to help in any way that they can.

Interactive Training for “Erin’s Law”

All faculty/staff/substitute personnel are required to complete interactive training about mandatory reporting. **You will receive professional development time for completing this training if needed for certification purposes.**

Directions:

1. Go to <https://aldhr.remote-learner.net/>
2. Read the general information on this page, then click ‘Get Started’
3. Select (current year) Child Abuse Mandated Reporter Training
4. Create a new account
5. Complete all portions of the training (doesn’t have to be completed all at once).
6. Print a copy of your Erin’s Law Certificate of Completion (required) and save a copy for your files.
7. Certificate of Completion must be sent to the TCSS Transportation Department to become part of your personnel file. You may fax to 205.247.4189 or emailed to edsanford@tcss.net.

After completion of the requirements in this packet, be sure to give us a copy of your driver's license and a copy of your social security card. Once your application is reviewed, a supervisor will contact you about the next steps in the training process.

Thank you!

TCSS Transportation Department