



The Substitute bus aide/monitor position is a substitute position with CMCSS, and substitute bus aides/monitors are not eligible for CMCSS benefits.

TO PROCESS SUBSTITUTE BUS AIDES/MONITORS

- 1) Personal Data Form ([HUM-F047](#)) – If address or phone number changes, you are required to notify both the Transportation and Human Resources Department, so that your personnel file can be updated.
 - 2) **Are you receiving a pension from TCRS? _____, if YES- you will need to contact the Benefits Department (931) 920-7929.**
 - 3) Each substitute bus aide/monitor should sign the signature page (employee's signature) for the substitute bus aide/monitor job description, indicating that you have received a job description.
 - 4) The current hourly pay for substitute bus aide/monitor is \$16.03 an hour with **no benefits**.
 - 5) W-4 must be completed for payroll. Signature and today's date is also required.
 - 6) I-9 form must be completed (SECTION 1 only). Proper identification for proof of identity and employment eligibility. E-VERIFY website for Initial Verification _____
 - 7) Identification badge will be made for employee to wear while employed with CMCSS. This badge must be returned upon resignation/termination with the school district. Failure to return or properly account for unreturned items may result in a deduction from employee's final paycheck for the value of unreturned items.
 - 8) Fingerprint/Background Investigation - **(When hired as a permanent employee, there will be two payroll deductions to cover the cost \$_____).** Fingerprints cleared on _____
 - 9) Direct Deposit form ([PAY-F006](#)). (Required by all employees effective June 1, 2002.)
 - 10) Employee Health Certification ([HUM-F060](#)).
- You may not use the On-Site Employee Health and Wellness Clinic until you are hired into a permanent position.**
- 11) Continuous Improvement ISO 21001.
 - 12) Employee Handbook ([HUM-M001](#)) is on our website at www.cmcss.net.
 - 13) Safety Policy ([RSK-A001](#)) is on our website: ***OJI training done by the Transportation Department.***
 - 14) DCS check off sheet, (HUM-F055) mandatory of all new employees as of 07/01/07.
 - 15) CMCSS Equipment/Uniform Loan Agreement ([BUS-F012](#)).
 - 16) Go see Transportation Department at the Transportation Complex today.

Employee Signature

Date