



*The Substitute bus driver position is a substitute position with CMCSS, and substitute bus drivers are not eligible for CMCSS benefits.*

## TO PROCESS SUBSTITUTE BUS DRIVERS:

1. Personal Data Form ([HUM-F047](#)) – If address or phone number changes, you are required to notify both the Transportation Department and the 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 driver should sign the signature page (employee's signature) for the substitute bus driver job description, indicating that you have received a job description.
4. The current hourly pay for Substitute Bus Driver is \$**21.49** an hour with no benefits.
5. W-4 form 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 \$ \_\_\_\_\_.** Fingerprinted cleared on \_\_\_\_\_
9. Direct Deposit form ([PAY-F006](#)). (Required by all employees effective June 1, 2002.)
10. DOT Physical required, done on \_\_\_\_\_.
11. **You may use the Onsite Employee Health and Wellness Clinic for your DOT physical; however, you are not eligible to use the clinic for services beyond DOT physical until you are hired into a permanent position.**
12. Continuous Improvement ISO 21001.
13. Employee Handbook ([HUM-M001](#)) is on our website at [www.cmcss.net](http://www.cmcss.net).
14. Safety Policy ([RSK-A001](#)) is on our website: *OJI training done by the Transportation Department.*
15. DCS check off sheet, (HUM-F055) mandatory of all new employees as of 07/01/07.
16. CMCSS Equipment/Uniform Loan Agreement ([BUS-F012](#)).
17. Go see Transportation Department at the Transportation Complex today.

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Employee Signature

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Date