



The bus driver trainee position is a temporary/variable hour position with CMCSS, and trainees are not eligible for CMCSS benefits.

TO PROCESS BUS DRIVER TRAINEES (CLS-F066)

- 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 bus driver trainee should sign the signature page (employee's signature) for the bus driver trainee job description, indicating that you have received a job description.
- 4) The current hourly pay for Bus Driver Trainee is \$11.94 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 the Clarksville-Montgomery County School System. This badge must be returned upon 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 Bus Driver Trainee, there will be two payroll deductions to cover the cost).**
- 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