

## **BUS DRIVER HIRING PROCEDURES**

1. The Supervisor of Transportation will notify the Human Resources Division whenever a bus route is established or becomes available.
2. The Supervisor of Transportation will submit a list of qualified applicants to the Human Resources Division with the appropriate criteria.
3. The Human Resources Division will then review and score each applicant and submit their recommendation to the Superintendent for review and approval.
4. The Supervisor of Transportation will be responsible for completing the blocks labeled Name, Test Scores, Experience, Number of Years, Number of Days, Schools Served and Supervisor's Recommendation.
5. The Human Resources Division will contact the school principals for their input, complete the corresponding blocks and compute the points for each applicant.
6. Preference will be given to in-parish residents.

Adopted: 10/01/97

Revised: 10/04/00