KNOX COUNTY SCHOOLS
Transportation Driver Training Program

CONTRACTOR CHECKLIST

Please read the following. *ALL* requirements listed below must be completed and acceptable results of background check, DOT, and pre-employment drug screen received <u>prior</u> to enrolling applicant into KCS Transportation U Bus Driver Training Program.

_____1. Applicant must ***complete*** *(TBI/FBI Fingerprinting Data form* and **KCS Release of Background Information - Forms 1 and 2**) (*return* forms for fingerprinting registration).

_____2. Upon receipt of favorable background results, contractor will be notified to direct applicant to submit to a **Pre-employment Drug screen at Netgain Mobile Diagnostics (See No. 4 - Transportation U- Student Application will be sent to contractor.)**

_____3. Applicant must obtain a DOT physical from a DOT Certified Medical Examiner. A copy of the DOT Medical Examiner's Certificate (Form MCSA-5876) ***must*** be ***sent*** to the email address below.

_____4. Transportation U - Student Application (**4 pages**) - All forms must be completed and ***returned*** to the email address below.

_____5. **Clearinghouse Query** - **Contractor**: Please provide results of **FMCSA *query only if student applicant is a current Commercial Driver License holder***. Please ***return*** results page to the Transportation Department.

_____6. "What to Expect" form - **applicant must sign and *return***.

****

_____ Transportation U - Map for student applicant (**do not return**)

_____ Applicant Checklist

Email all forms, DOT, etc. to:

gayla.huffaker@knoxschools.org