KNOX COUNTY SCHOOLS
Transportation U Driver Training Program
CONTRACTOR CHECKLIST

Please read the following carefully. **ALL** requirements listed below must be completed with acceptable results <u>prior</u> to confirming enrollment of applicant into Program.

_____1. Applicant must ***complete*** *(TBI/FBI Fingerprinting Data form* and **KCS Release of Background Information - Forms 1 and 2)** (*return* forms to email below 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. 7 for New form for PED screen) (See No. 4 - Transportation U - Student Application will be emailed to contractor upon approval of background.)**

_____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 to the email address below.***

_____7.   **Pre-employment Drug Screen**: *New* form (attached) should be taken to Netgain Mobile Diagnostics for pre-employment drug screen.

_____8. ***Physical Performance Test*** **(PPT)** must be completed/passed prior to confirmation into **Transportation U Driver Training Program**. PPT's will be conducted on Wednesdays at the Sarah Simpson Center.   Time slots are 9 a.m., 10 a.m. or 11 a.m.   Please email Gayla to sign up for date/time.

_____9. **Will applicant be a SpEd Bus Driver? If yes, please email Gayla.**
   - **Special Needs Training/Wheelchair Certification:**
   - **SpEd training consists of two days. First day SpEd training is in-classroom; second day is wheelchair certification and sign-up sheet available on first day; *student must provide bus for wheelchair certification for student to learn how to use their own equipment.***

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

Email all forms, DOT, etc. to:
gayla.huffaker@knoxschools.org