



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 prior 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. Contractor will be notified when background results are received and advised accordingly.
- ___ 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)** will be emailed to the contractor. 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 email address below.
- ___ 6. **"What to Expect" form - applicant must sign and return to the email address below.**
- ___ 7. **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. You will be contacted via email when a test will be scheduled.
- ___ 8. **Pre-employment Drug Screen** - A pre-employment drug screen is **not required until after** the student has passed the permit written tests for a CDL and endorsements. A Transportation U trainer will advise the student when he/she will need to submit to a screening.
- ___ 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.**

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

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