

BUS DRIVER/SUB PROCESSING CHECKLIST

COMPLETE THE FOLLOWING DOCUMENTS AND ATTACH THEM TO THIS CHECK LIST.

Name: _____

Position/Building: _____

Date: _____

Rate of Pay: _____

		<i>Office Use Only:</i>		<i>Office Use Only:</i>
Personal Data Sheet	_____	_____	Application	_____
Criminal Record Check Form	_____	_____	Driver's License	_____
Conviction Disclosure Form	_____	_____	SS card	_____
Unprofessional Conduct Form	_____	_____	ID Badge	_____
Employment Eligibility Verification I-9 Form	_____	_____	Run ICHAT	_____
W – 4 Federal Withholding Form	_____	_____	Physical/drug Authorization	_____
MI – W4 State of Michigan Withholding Form	_____	_____	Motor Vehicle Report & Release	_____
Direct Deposit Authorization	_____	_____	2 Reference Letters/ Phone Ref Check	_____
Retirement Plan Acknowledgement Form <i>(This form only needs to be completed if you are 19 years of age or older.)</i>	_____	_____	At Will Letter	_____
Acceptable Use Policy	_____	_____	Ed. Foundation	_____
FERPA Guideline Form	_____	_____	LiveScan Form	_____
Bylaws and Policies	_____	_____	Keycard Access Form	_____
Release of Information Form	_____	_____	FMCSA Form	_____
Acknowledgement of Conditional Employment	_____	_____		
Acknowledgement of DOT Training Materials	_____	_____		
Authorization for Payroll Deduction (CDL <i>or</i> Non-CDL)	_____	_____		
Authorization to Release Information <i>(Only needs to be filled out if you have previously worked for another school district)</i>	_____	_____		
Indemnification Retiree Form <i>(Only needs to be filled out if you have retired from a Michigan Public School District)</i>	_____	_____		
Voluntary Employee Vaccination Form	_____	_____		
Authorization to Release Criminal Records <i>(Applicable only to those who were fingerprinted for another district since January 1, 2006)</i>	_____	_____		
Reviewed the following training tutorials:			<i>Office Use Only:</i> <i>(Print certificate of completion)</i>	
Bloodborne Pathogens	_____	_____		
Hazard Communications	_____	_____		
Sexual Harassment: Staff-to-Staff	_____	_____		
Sexual Harassment: Student Issues and Response	_____	_____		
Sexual Misconduct	_____	_____		
Discrimination Awareness	_____	_____		
Diversity Awareness	_____	_____		
FERPA	_____	_____		
Restraint and Seclusion	_____	_____		

WHEN ALL THE ITEMS ABOVE ARE COMPLETED PLEASE CALL (586) 723-2090 TO MAKE AN APPOINTMENT FOR HR TO REVIEW YOUR PAPERWORK. YOU MUST BRING YOUR ORIGINAL SOCIAL SECURITY CARD AND DRIVER'S LICENSE WITH YOU AT THIS TIME.