



PITTSYLVANIA COUNTY SCHOOLS

P.O. Box 232 • 39 Bank Street S.E. • Chatham, Virginia 24531

Dr. Mark R. Jones

Division Superintendent

BUS DRIVER APPLICATION

Thank you for applying for a bus driver position with the Pittsylvania County Public Schools. The following outline will acquaint you with the application procedure. If you desire additional information before completing your application, please contact this office by email at hr@pcs.k12.va.us or telephone at (434) 432-2761, 793-1624, 656-6248 or toll-free 1-888-440-6520.

1. **WHEN TO APPLY:** Complete and return the official application form to the Human Resources Department as soon as possible. Applications are accepted at any time.
2. **WORK EXPERIENCE:** Please indicate any experience you have had driving a bus or a truck in the area provided.
3. **REFERENCES:** The application file with the Pittsylvania County Public Schools is complete when up-to-date references are received. All references on your application will be checked.
4. **NON-DISCRIMINATION NOTIFICATION:** Please review School Board Policy GB-PC, Equal Employment Opportunity, and complete the Non-Discrimination Notification form. [Policy and forms may be accessed online.](#)
5. **CRIMINAL BACKGROUND REPORTS:** **Employment is contingent upon final review of all criminal background reports.** Criminal background reviews are conducted on all employees. Cost will be the responsibility of the applicant. This background check involves a Federal Bureau of Investigation (FBI) fingerprint check. The fingerprinting check requires a \$37.00 money order payable to the Virginia State Police. A report from the Child Protective Services (CPS) Central Registry must also be completed. A \$10.00 money order made payable to the Virginia Department of Social Services is required for this report. Employment/continued employment is contingent upon a satisfactory background check. **THESE FORMS MUST BE COMPLETED IN THE HUMAN RESOURCES DEPARTMENT BY APPOINTMENT ONLY.** Applicants must provide photo identification such as a current driver's license.
6. **DMV INFORMATION REQUEST:** The items marked "X" (Personal Information for Subject and Driving Record Information for Subject) on the DMV Information Request form must be completed. Please sign and return this form along with the employment application.
7. **INTERVIEWS:** After the application and the related materials have been received and reviewed, the Director of Transportation may schedule an interview with you.
8. **SELECTION/APPOINTMENT:** Following the interview(s), if you best meet the qualifications for the position, you will be recommended to fill the vacancy. Upon the approval of the Superintendent of Schools, you will be recommended to the School Board for final approval for employment.
9. Annual physicals are required of all bus drivers and substitute bus drivers.
10. Upon completion of the bus driver training, bus driver trainees must be placed on an active substitute list and have driven at least two days before payment will be made for bus driver training.
11. Drug testing is required.
12. **ADDITIONAL NOTIFICATIONS:** All employees of Pittsylvania County Schools have the option to participate in a Tax-Sheltered Annuity Program. All employees shall abide by paragraphs A(1) and A(2) of School Board Policy GBEA, Unlawful Manufacture, Distribution, Dispensing, Possession or Use of a Controlled Substance, as a condition of employment.
13. **APPLICATION RENEWAL:** ALL applications are purged annually. Please write or call the Human Resources Office to have your application remain active.

TELEPHONE NUMBERS: (434)432-2761 • (432)793-1624 (Danville) • (434)656-6248 (Gretna) • FAX (434)432-9560