



Eastbrook Community Schools

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NOTICE OF VACANCY

Position Title: Substitute Bus Drivers

Location: All Schools

Effective Date: Immediately

Application Deadline: Ongoing

Eastbrook New Driver Procedures

1. **Physical exam CDL physical** – Driver is responsible for initial physical, but can be reimbursed once works 20 accumulated days for us. See *** below.
2. **Pre-Employment Requirements:**
 1. **Pre-employment drug test.** Eastbrook pays for this test. We will send you to a site for the examination.
 2. **Pre-employment Background check.** Check with administration office for website details. Cost to you is approximately \$30.00 payable via online website. (prices subject to change)
3. Procedure to get License – at BMV, the CDL manual is available on line at http://www.in.gov/bmv/files/CDL_Manual.pdf

You need CDL- Class B

The Class “B” is everything except Semi.

4. **Written test;** you need to take the 4 tests below. 80% needed to pass.

General Knowledge test CDL – 50 questions, Public Passenger test -20 questions,

School Bus test – 20 questions, Air brakes – 25 questions

The written test and physical will get you a permit. (\$17 for permit: reimburse with receipt – price subject to change).

If written test not passed wait 24 hours to retake.

5. **Skills test** – Eastbrook pays up to two times. If skills test failed twice, you assume costs for future testing.

Parts of test

- Safety inspection
- Air brake
- Driving Skills – Maneuvers in parking lot, parallel park bus with 15 feet to spare, straight and offset backing, driving skills on road.

After passing all test skills and written, your license will cost you (\$36 – subject to change) for the CDL regular license.

Practice while you learn:

Contact Jeff Bernaix: jbernaix@eastbrook.k12.in.us to set up time to practice with our drivers to prepare for the skills test. (No cost.)

Once you are licensed and drive for us five times, we reimburse the training amounts below.

Observation - ride on our routes - 4 hours

Driving with regular route driver - 8 hours

A total of \$120 paid for observation and driving training time.

6. **Three day- prep service school** (Safety School) – offered around the state (free). See Jeff or Brenda for locations and offerings. You have 180 days to get this completed. We would prefer you take this free class prior to taking the driving test; it is useful and beneficial when taking the test. This is currently online.

*****Annual requirements** - The substitute driver must work a minimum of 20 accumulated days during the school year to receive the DOT Physical benefit from Eastbrook Community Schools.

- a. Full day regular routes (morning and afternoon route combined) will count as one full day.
- b. A morning or afternoon route individually will count as half a day.
- c. All extracurricular trips will count as one day.
- d. If a substitute driver receives a CDL physical during the academic year, they may submit a receipt for their physical to receive reimbursement once the twenty day threshold has been reached.

If you are an interested, potential candidate and would like to apply to be a Substitute Bus Driver, please mail an application to: *Mr. Jeff Bernaix, Transportation Director, Eastbrook Community Schools Corp., 560 S 900 E, Marion, IN 46953* or email application to: jbernaix@eastbrook.k12.in.us

Support staff applications can be found online at: <https://eastbrook.k12.in.us/employment/>

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