

Applicant Name: _____ Date: _____

A. Screening Process:

<input type="checkbox"/>	Completed Employee Services/Transportation Sub Application Form or Resume with three (3) references	<input type="checkbox"/>	Intervention Record Check
<input type="checkbox"/>	Criminal Record Check including Vulnerable Sector Check	<input type="checkbox"/>	Current copy of Driver's License
<input type="checkbox"/>	Driver's License Abstract (signed Release Form)	<input type="checkbox"/>	Interview with Transportation Supervisor

B. Training:

<input type="checkbox"/>	Completed pre-trip instruction	<input type="checkbox"/>	Completed driver instruction
<input type="checkbox"/>	Bus Drivers' Handbook	<input type="checkbox"/>	Reviewed trainee sheets
<input type="checkbox"/>	Alberta Transportation books available Online: http://www.transportation.alberta.ca/531.htm	<input type="checkbox"/>	Taken Alberta Written Class 2 Test
<input type="checkbox"/>	Obtained Driver's Medical Certificate	<input type="checkbox"/>	Taken Alberta Driver Class 2 Test
<input type="checkbox"/>	PHPS Regional approval Road Test (review PHPS instruction)	<input type="checkbox"/>	Mentor Program (1 ride along, 1 drive regular route)

C. Final Paperwork:

<input type="checkbox"/>	Employee Code of Ethics	<input type="checkbox"/>	Direct Deposit Authorization (with blank cheque, or bank printout attached)
<input type="checkbox"/>	TD 1 and TD1 AB forms	<input type="checkbox"/>	Technology Use Agreement (Form 8-02 4-70)
<input type="checkbox"/>	Receipts for written, road and medical examinations (Five (5) trips required for full reimbursement)	<input type="checkbox"/>	Provided copy of <u>new</u> license classification (before reimbursement)
<input type="checkbox"/>	Employee services approval for hire		

D. Post-training within Two Years:

<input type="checkbox"/>	First Aid Training	<input type="checkbox"/>	S-endorsement (mandatory within 1 yr)
<input type="checkbox"/>	Q-endorsement (air brake certification)	<input type="checkbox"/>	Division Professional Development days

E. Technology

<input type="checkbox"/>	PHPS email account
<input type="checkbox"/>	Employee self service