

RUTHERFORD COUNTY BOARD OF EDUCATION  
TRANSPORTATION DEPARTMENT  
2240 Southpark Boulevard  
Murfreesboro, TN 37128

**REQUIREMENTS FOR RUTHERFORD COUNTY SCHOOL BUS AND  
SCHOOL ACTIVITY BUS DRIVERS**

(Updated 2/13/18)

To become a School Bus/School Activity Driver for the Rutherford County Board of Education you must at least 25 years old and have a CDL class B or C with the P&S endorsement and obtain a C2 Form by completing the following.

- 1) Complete the application packet.
- 2) Applicant must supply a motor vehicle driving report for the past five years. Applicants from out of state must present a copy of their driving record from the previous state(s). Applicant must also submit a copy of their current driver's license.
- 3) Supply a **fingerprint** sample for a criminal history records check to be conducted by the TBI and FBI and pass a pre-employment **drug test**. The cost for this step is \$86.50, (\$36.00 for fingerprinting and \$50.50 for drug test) payable by the applicant. **(CASH ONLY and exact change may be paid to the Transportation Dept.)**
- 4) All new bus drivers for Rutherford County Schools are required to have an up-to-date **DOT (Department of Transportation) medical card** and show proof that they have had either a recent chest x-ray or a **TB test**. A DOT physical exam is required annually of all drivers.

**“Certificate of Eligibility” C-2 Form:**

This form must be submitted to the driver's license testing center along with proper identification before taking the written test. Applicants must pass all written and driving tests required before receiving a Commercial Driver's License with the “P” (passenger) and “S” (school bus) endorsements or the proper license for School Buses. Please refer to the following Bus License Requirements.

When you are ready to submit your application with motor vehicle report please

**Please call 895-8656 for appointment**

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**Application for Bus Drivers & School Activity Drivers**

Date: \_\_\_\_\_ School: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Work # \_\_\_\_\_

Cell #: \_\_\_\_\_

Tenn. Driver's License # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

How long have you had a Tennessee D/L? \_\_\_\_\_

Do you have a CDL? \_\_\_\_\_ Endorsements? \_\_\_\_\_

Have you held a job using a CDL license before? Yes NO

Have you lived in any county other than Rutherford County, TN.? Yes No

If yes, please list: \_\_\_\_\_

EDUCATIONAL BACKGROUND

Name and location of High School: \_\_\_\_\_

Did you graduate? Yes No Years completed: \_\_\_\_\_

Name and location of College/Business School: \_\_\_\_\_

\_\_\_\_\_ Years completed: \_\_\_\_\_

REFERENCES

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Please mark either yes or no to the following questions. If yes, please explain where, when and why in the space provided.

YES NO Have you had any pre-employment test conducted in the preceding two years that resulted in a positive test result or refusal to test?

YES NO Have you ever been arrested for any reason?

YES NO Have you ever been convicted of a criminal offense?

YES NO Have you ever been fired or failed to be rehired?

YES NO Have you ever been dishonorably discharged from the Armed Services?

YES NO Have you ever had any credit revoked?

YES NO Have you ever been treated for mental related conditions?

YES NO Have you ever been treated for alcohol related conditions?

YES NO Have you ever been cited for any driving offenses?

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

List your automobile liability carrier and agent: \_\_\_\_\_

\_\_\_\_\_

I certify all information on this form is true and correct:

\_\_\_\_\_  
Signature Date