

## **BUS DRIVER APPLICANTS BACKGROUND VERIFICATION PROCEDURE (HUM-P016a)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process of bus driver applicants' background verification through fingerprinting.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Human Resources Associate

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Human Resources Director

### **4.0 DEFINITIONS:**

- 4.1 Tennessee Bureau of Investigation: TBI  
4.2 Federal Bureau of Investigation: FBI  
4.3 Human Resources: HR  
4.4 Tennessee Applicant Process Services Response: TAPS Response

### **5.0 PROCEDURE:**

- 5.1 HR associate is provided with a list of training candidates from transportation staff.
- 5.2 Transportation staff provides training candidates with fingerprinting registration form and instructs candidate that they must have fingerprinting completed before they are placed in training class.
- 5.3 Registration form is faxed from Transportation to HR Associate.
- 5.4 HR Associate registers candidate with fingerprinting contractor.
- 5.4.1 Note to Transportation: Please instruct applicant for fingerprinting to wait 24 hours after providing you the registration form before attempting to have fingerprinting completed, as HR will need to receive form and complete registration before the applicant will be eligible to receive fingerprints.**
- 5.5 When results are received they will be reviewed by HR.
- 5.5.1 If there are no findings, the applicant's name will be emailed by HR Associate to Transportation stating that applicant is cleared for training.
- 5.5.2 If there are findings, the findings will be reviewed by HR and employment eligibility determined.
- 5.6 After completion of successful training and recommendation for employment, applicant will be charged for the cost of the fingerprinting

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### 6.0 PERFORMANCE MEASURES:

6.1 100% bus driver trainees completing fingerprinting before beginning classes.

### 7.0 INTERACTIONS:

7.1 Other Procedures/Process: HUM-P003.

7.2 Other Departments: Transportation, TBI, FBI, Fingerprinting Contractor

### 8.0 ASSOCIATED DOCUMENTS:

8.1 New Hire In-Processing Procedure ([HUM-P003](#))

8.2 TBI/FBI results sheet (Tennessee Bureau of Investigation Form)

8.3 Excel Spreadsheet

8.4 Fingerprinting Directions (HUM-F034b)

8.5 Tennessee Code Annotated

### 9.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
TBI/FBI results sheet	HR Director's Office	Indefinitely	Permanent	Secured Office
Excel Spreadsheet	On computer	Perpetual	Permanent	Hard Drive

### 10. REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/29/08		Initial Release
1/28/09	A	Remove "if candidate is placed in training" from 5.3, Change Integrity to Cogent Systems in 5.4 and update flowchart
2/19/09	B	Replace name of contractor with generic fingerprinting contractor, and HUM-P003 to 7.1, add fingerprinting contractor to 7.2, replace HUM-F034 with HUM-F034b, add 8.5 and update flowchart

### 11.0 FLOWCHART:

11.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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