



## Bus Driver/Monitor Application Process

Aiken County Public School District (ACPSD) uses an online application for all vacancies. In order to become a qualified candidate for any position, an online application must be completed and submitted to the desired job vacancy.

### STEPS TO BECOME CERTIFIED SCHOOL BUS DRIVER:

1. Go to [www.acpsd.net](http://www.acpsd.net) (The Aiken County Public School District Homepage)
  - Click on "Employment".
  - Within the drop down box, select "Job Openings".
  - In the application system, current ACPSD employee, under Internal Applicants>Submit an internal application.
  - Complete personal information and postal address.
  - Check the box for all desired job vacancies.
  - Complete all sections of the application
  - Click Finish and Submit and confirm to submit application

#### Tips:

*Store your login and password so you can access application later.*

*Application may be saved as draft to finalize at a later time.*

*Application may be edited after submission to ensure content is current.*

2. Three complete confidential professional references, including one from your current supervisor is required. Please include name and current contact information, including email address.
3. Attend bus driving class
4. Must have clear SLED background and driving record checks
5. Must have Department of Transportation physical
6. Acquire Commercial Driver's License (CDL) Permit
7. Drug testing, Physical Performance Test, Pre-trip, Skills and Road Trip Training
8. Behind the Wheel Test

### Important Information

District financial assistance available

Be aware that becoming a school bus driver will require passing very strenuous physical tests along with written and driving tests. We also conduct Drug Testing, SLED Reports and Driver Record Checks on all of our applicants.

Federal law prohibits (some exceptions apply) applicants that are insulin dependent diabetics to obtain a Commercial Driver's License.