

Hiring a driver that has not lived in Minnesota for the past 5 years is exactly the same as hiring any other driver except, there are some additional steps in the background check.

Hiring A Bus Driver That Has NOT Been A MN Resident For The Last Five Years

If you have an applicant wanting to be a Bus Driver that has not been a resident of Minnesota for the past five years, you must do the following:

1. Have the Applicant complete the form EMPLOYEE-COMBINED DISCLOSURE NOTICE AND AUTHORIZATION REGARDING BACKGROUND CONSUMER REPORTS. Once completed, send the form to the Compliance Officer (Dan) by email. The form is located on the 4.0 website (Forms/Other). The information on the form is submitted on-line to the McDowell Agency, a private company that performs background checks. This background check typically takes 2-3 business days to complete.
2. Complete the form SCHOOL BUS DRIVER CRIMINAL RECORDS CHECK AUTHORIZATION. The form is located on either the 4.0 website (Forms/Personnel) or at <https://dps.mn.gov/divisions/msp/commercial-vehicles/Documents/sb-driver-crim-record-check-auth.pdf>
3. After receiving the McDowell Agency background check (this will come in an email from the Compliance Officer), submit the following to DVS at:
SCHOOL BUS
445 MINNESOTA STREET
SUITE 180
ST. PAUL, MN 55101
 - FINGERPRINT CARD. Fingerprint cards can be obtained by calling the BCA at (651) 297-5029. Your local Sheriff's Office or Police Department can take the fingerprints. There may be a small fee for this service, which will be reimbursed by 4.0.
 - SCHOOL BUS DRIVER APPLICANT AFFIDAVIT. The form is located either on the 4.0 website (Forms/Personnel) or at <https://dps.mn.gov/divisions/msp/forms-reports/Documents/SBDrvMantnman33.pdf>. Complete both the top and bottom portions of the form and have both sections notarized. The Driver Applicant is the Affiant on the top half and the Manager is the Affiant on the bottom half. The source of the criminal records check on the bottom half of the form is: (McDowell Agency).
 - A check made out to the BCA for \$18.25. This covers the cost of the FBI criminal history check.

Once you have submitted the above described items to the BCA and DVS and your driver has obtained a Medical Card, taken a Pre-Employment Drug/Alcohol test, taken their written tests for a Class B CDL, Passenger Endorsement and School Bus Endorsement, make an appointment with either Terry Becker or your local DVS Exam Station for your driver's behind the wheel test. Send along a copy of the completed SCHOOL BUS DRIVER APPLICANT AFFIDAVIT. Terry and/or the State Examiner must see a copy at the time of testing. When the applicant passes their behind the wheel test, they will be issued a license that is valid for 180 days. They are now valid to drive a school bus. The BCA and FBI checks should be complete and mailed to the applicant in about 60 days. Obtain a copy of the background check results from the applicant for your file. The driver will receive their plastic driver's license in the mail when the background check is complete.

Hiring A Type III or Activity Bus Driver That Has NOT Been A MN Resident For The Last Five Years

If you have an applicant wanting to be a Type III or Activity Bus Driver that has not been a resident of Minnesota for the past five years, you must do the following:

1. Have the Applicant complete the form EMPLOYEE-COMBINED DISCLOSURE NOTICE AND AUTHORIZATION REGARDING BACKGROUND CONSUMER REPORTS. Once completed, send the form to the Compliance Officer (Dan) by email. The form is located on the 4.0 website (Forms/Other). The information on the form is submitted on-line to the McDowell Agency, a private company that performs background checks. This background check typically takes 2-3 business days to complete.

Once your applicant obtains a Medical Card, takes a Pre-Employment Drug/Alcohol test and you have received the Background Check results from the McDowell Agency (and it does not reveal anything that would disqualify a School Bus Driver), your applicant is eligible to drive either a Type III or Activity Bus.

KEEP COPIES OF ALL FORMS. MAKE A NOTE ON THE FORMS THE DATE THEY WERE SUBMITTED.

EMPLOYEE - COMBINED DISCLOSURE NOTICE AND AUTHORIZATION
REGARDING BACKGROUND CONSUMER REPORTS
(Important: Please read carefully before signing)

The Fair Credit Reporting Act requires that we inform you that a background investigation may be conducted as part of our screening and hiring process. This may include an inquiry to obtain information regarding your character, employment, history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living and/or credit and indebtedness. The primary objective of any investigation will be to verify information you provided on your application or during the interview process in connection with your application for and/or continued employment (or contract) with the company. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the company. Upon timely written request to our personnel department, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the report (if one is made) will be provided to you. You have the right to request details of the report from the consumer reporting agency.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, the address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

The items of information requested below are required to process your background investigation. They are intended solely for that purpose and will not be used in a discriminatory manner for the making of business decisions.

Date of Birth: ____/____/____ (Month, Day, Year)

Driver License # _____ State: _____

Social Security # ____/____/____

Other Names Used & Date Changed _____ (Year Changed)

Professional License (s): _____ State(s): _____ Type(s): _____ Number (s): _____

May we contact your current employer? ____Yes ____No

Residence Addresses For The Past 7 Years: (attach additional sheets, if necessary)

Street Address	City, State & Zip Code	County	From Mo./Yr.	To Mo./Yr.

Have you ever been convicted of a Misdemeanor or Felony crime or have charges pending? ____Yes ____No

If yes, please explain in some detail, including what county and state, and in what year:

Charge/Conviction	City & State	County	Date

I hereby authorize _____ and/or The McDowell Agency, Inc. and their agents, without any reservation, to investigate my background as it pertains to employment history and performance, personal and professional references, educational history, licenses and information contained in public records, including, but not limited to, credit, criminal, motor vehicle data and workers compensation. I hereby release all persons, companies or other entities furnishing such information from liability and responsibility in connection herewith. I further authorize ongoing procurement of the types of reports mentioned herein at any time during my employment (or contract) with the company. A photocopy of this document may be substituted for the original.

Printed Full Name of Applicant _____

Signature of Applicant _____ Date ____/____/____

(MN/CA/OK/ME/NY Residents Only): Do you wish to receive a copy of your consumer report? Yes ____ No ____



STATE OF MINNESOTA
MINNESOTA DEPARTMENT OF PUBLIC SAFETY

SCHOOL BUS CRIMINAL RECORDS CHECK AUTHORIZATION

Before issuing a school bus endorsement, the Commissioner of Public Safety is required to conduct a criminal records check of the applicant (Minnesota Statutes, § 171.321, Subd. 3). The criminal records check will be conducted by the Minnesota Bureau of Criminal Apprehension (BCA).

If you have resided in Minnesota for less than five years, the check will also include a national criminal records check conducted by the FBI. The criminal records check by the FBI will take additional time, which could delay the application process. You must contact the Department of Public Safety to obtain the procedures to begin the FBI national criminal records check and the current price for the check. There is no additional fee associated with the BCA check; however, there is an additional fee to conduct the FBI check.

The Department of Public Safety will notify you in writing of the results of the criminal records check(s). The Department will use the criminal background criteria set forth in Minnesota Statutes, §171.3215, when issuing or denying an application for a school bus driver's endorsement. The results of the criminal records check will not be released to anyone but the Department of Public Safety and you. The failure to cooperate with the department in conducting the criminal records check is reasonable cause to deny your application.

If you have any questions please call (651) 297-5029, or TDD (651) 282-6555 or write to:
Department of Public Safety, Commercial Driver License Unit, 445 Minnesota St., Suite 180, St. Paul, MN 55101-5180.

Please email this form to: dvs.sb.pre-app@state.mn.us

Or, fax to: (651) 282-2110 or mail to the above address

"I, the applicant, authorize the Department of Public Safety to conduct a check of my criminal history as required by Minnesota Statutes, §171.321, Subd. 3."

APPLICANT

PROSPECTIVE EMPLOYER

Applicant's Full Name (please print or type)

Applicant's Maiden Name. Previous Name(s) Used

Applicant's Street Address

Applicant's City, State, Zip code

Applicant's Driver's License Number

Applicant's Date of Birth

Applicant's Signature

Name of Prospective Employer

Prospective Employer's Street Address

Prospective Employer's City, State, Zip code

Contact Person of Prospective Employer

Contact Person's Phone Number

Authorized Signature of Prospective Employer

SCHOOL BUS DRIVER APPLICANT AFFIDAVIT

[illegible]

I, _____, _____
Applicant's full name date of birth

Having been duly sworn, state under oath that I have not been convicted of any felony offense, any controlled substance offense, any criminal sexual conduct offense, and surreptitious intrusion offense, any indecent exposure offense, any driving while under the influence offense, and/or four or more moving traffic violations within the past three years, in Minnesota or any other state.

I further state that I have resided in the state(s) of _____
In the past five (5) years prior to the date of this affidavit.

I do swear under penalty of perjury.

Affiant

Subscribed and sworn to before
me this _____ day of _____, 20 _____

Notary Public

CONTRACTOR/SCHOOL DISTRICT SCHOOL BUS DRIVER APPLICANT AFFIDAVIT

STATE OF MINNESOTA]]
COUNTY OF _____] SS.

I, _____, _____,
individual name title

_____ having been duly sworn, state under oath that
company name/school district

I have caused to be conducted a criminal records check by _____
name of source

with respect to _____, _____
name date of birth

Based on that check, it is my belief that this individual has not been convicted of any felony offense, any controlled substance offense, any criminal sexual conduct offense, and surreptitious intrusion offense, any indecent exposure offense, any driving while under the influence offense, and/or four or more moving traffic violations within the past three years, in Minnesota or any other state in which the driver resided in the past five (5) years prior to the date of this affidavit.

I do swear under penalty of perjury.

Affiant

Subscribed and sworn to before
me this _____ day of _____, 20____

Notary Public

Driver Applicant: Present the original or a photocopy of this affidavit to the examiner before you apply for the school bus endorsement. Your employer must retain the original in your driver file.

APPLICANT

WBC-777
FAX 805-841-1400
805-744-1400

612.297.5729

SCHOOL BUS

MS 171.321