



Surpassing Your Greatest Expectations

4. school services

### Policy Acknowledgement

I will not allow a student to exit the bus except at their designated destination. I understand that is my responsibility as a driver to completely check my bus after every route for children, lost items and vandalism.

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

\_\_\_\_\_  
Employee Signature

As the result of your employment, you will have access to confidential information belonging to the company of a special and unique nature and value, relating to such matters as the company's personnel and compensation information; accounts; trade secrets; procedures; manuals; financial information, data, records, reports and resources; contracts; price lists; accounting and bookkeeping practices; office policies and practices; expense information; business opportunities; confidential reports; customer lists and contracts; litigation and other legal matters, as well as information specific to the company's course of business.

As a condition of employment, you must agree that all such information is the exclusive property of the company, and that you will not at any time divulge or disclose to anyone, except in the responsible exercise of your job, any such information, whether or not it has been designated specifically as "confidential."

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

\_\_\_\_\_  
Employee Signature