Reset

Dougherty County School System*Pupil Transportation*1730 Rodgers St, Albany, GA 31705

# New Hire Checklist

Employee Name: _____ Date: _____

First Last

Check as Completed

Create Employee File ☐

Employee ID Number ☐ _____

(ID Number)

Entered into Computer ☐

_____

(Signature)

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Check as Completed COMPLETED?

Authorization for Exam ☐

Schedule Physical ☐ Date to be seen: _____ Time: _____ ☐

Drug Screening ☐

Schedule Physical Walk-Through ☐ Date to be seen: _____ Time: _____ ☐

_____

(Signature)

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Check as Completed

Computer Login ☐ Computer Log on Username: _____

E-mail Account ☐ E-Mail Address: _____

Target Solution ☐ Target Solutions Username: _____

Payroll Portal ☐ Payroll Portal Username: _____

Fuel Management System ☐

_____

(Signature)

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Check as Completed

Classroom Training ☐ Completion Date: _____ Trainer Signature: _____

Defensive Driving Course ☐ Completion Date: _____ Certified By: _____

CDL with P and S Endorsements ☐ Completion Date: _____ Trainer Signature: _____

Skills Training And Evaluation ☐ Completion Date: _____ Trainer Signature: _____

Six hours driving without students ☐ Completion Date: _____ Trainer Signature: _____

Six hours driving with students ☐ Completion Date: _____ Trainer Signature: _____

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*TURN INTO OFFICE SECRETARY*

_____

(Filed by Signature)