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## Bus Monitor Background Check Form

*To be completed by the Center Manager for bus monitor's background check.*

Name of the Bus Monitor: \_\_\_\_\_

Head Start Site: \_\_\_\_\_ Date: \_\_\_\_\_

- Create this person a profile in OCCRA (OPIN#). After they complete BCI/FBI, they or you will need to log in and request a background check (dropdown in the right hand corner). This is actually the electronic version of the JFS 01175. As a part of this process, the license number of the site that they are assigned to will also need to be entered before submitting the request.
- Be sure that the Monitor brings the orange top sheet when coming to the Central Office to complete the background check. (This is needed for coding purposes.)
- Remind Monitor to bring driver's license.

Manager Signature: \_\_\_\_\_  
(Approval for background check)

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### REVIEW THE ITEMS BELOW AND GIVE THIS HALF TO THE BUS MONITOR

Thank you for helping our program through bus monitoring. The bus monitor is very important to us. If it wasn't for you, we would have a very hard time picking up the kids.

Here are some of the requirements of being a bus monitor:

- After you complete BCI/FBI, you will need to log in to your OCCRA account (see the site manager for help with this) and request a background check (dropdown in the right hand corner).
- You will need to complete a Physical. (We will schedule that for you.)
- Please give the site manager a copy of your High School Diploma or GED and a copy of your immunization record.
- You will need to complete trainings that include:
  - Bus monitor training with the Transportation Specialist
  - 1 Hour Transportation Training
  - 1 Hour CA/N Overview (ODJFS online)
  - Annual trainings