

## CONTRACTOR APPLICATION

Revised 6.26.17

<b>Date of application:</b> _____		<input type="checkbox"/> New Contractor <input type="checkbox"/> Existing Contractor	
<b>PERSONAL / BUSINESS INFORMATION</b>			
<b>Name/Business Name:</b> _____			
Home Phone: _____	Cell: _____	Work: _____	
Street Address/P.O. Box: _____			
City / Zip: _____	County of Residence: <input type="checkbox"/> St. Mary's <input type="checkbox"/> Charles <input type="checkbox"/> Calvert		
Email Address: _____			
U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date of Birth: _____	Social Security Number: _____
Federal Tax Identification Number (if applicable): _____			
Check One: <input type="checkbox"/> Own Home <input type="checkbox"/> Rent		Number of years residing in St. Mary's County: _____	
<b>EMPLOYMENT HISTORY</b>			
Currently Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Self-Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of current / most recent employer: _____			
Address: _____			Phone Number: _____
Dates of employment: _____		Type of work performed: _____	
Reason for leaving (if applicable): _____			
<b>EXPERIENCE</b>			
What computer programs are you familiar with: _____			
Describe your supervisory experience: _____			Number of years: _____
Describe your experience of owning/operating a business and the number of years: _____			
Are you currently a school bus contractor: <input type="checkbox"/> Board of Education <input type="checkbox"/> Non-Public School Bus Division			
If so, please list the number of years you have been a contractor, and the number of school vehicles owned: _____			
<b>EDUCATION</b>			
High School Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No		School Attended: _____	
Name of business school, trade school, college or university attended: _____			
Years completed: _____		Degree / Certificate received? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>REFERENCES</b>			
List three (3) persons not related to you by blood or marriage that will provide a professional reference. By listing this information you hereby give St. Mary's County DPW&T permission to contact these individuals.			
1. <b>Name:</b> _____  <b>Address:</b> _____ _____ _____  <b>Phone Number:</b> _____	2. <b>Name:</b> _____  <b>Address:</b> _____ _____ _____  <b>Phone Number:</b> _____	3. <b>Name:</b> _____  <b>Address:</b> _____ _____ _____  <b>Phone Number:</b> _____	
<b>List any information about yourself that you feel may be important in obtaining a contract with St. the Mary's County Non-Public School Bus Division:</b>			

**EMERGENCY CONTACT INFORMATION**

Person to be contacted if you are not available:

Name:

Relationship:

Address:

Phone Number:

**APPLICABILITY**

Do you have the ability to provide drivers on a regular basis? If so, how many? \_\_\_\_\_

If you should place a bus in operation for the Board of County Commissioners for St. Mary's County, would you drive the bus on a full time basis?  Yes  No

If selected as contractor for the advertised routes, where would the school buses you would utilize be stored on a regular basis?

Years of consecutive driving experience for the following: CAR \_\_\_\_\_ TRUCK \_\_\_\_\_ BUS \_\_\_\_\_

Have you ever driven a school bus?  Yes  No Number of years: \_\_\_\_\_

Class of license held: CDL: \_\_\_\_\_ Endorsements:  S  P  Airbrakes  Other: \_\_\_\_\_

Ever involved in a traffic accident:  Yes  No Has your license ever been suspended/revoked:  Yes  No

Have you ever been arrested for violating traffic laws?  Yes  No If yes, when and why: \_\_\_\_\_

How many points are currently on your driving record?

Do you have a criminal history / record?  Yes  No

Has your insurance ever been refused or cancelled on vehicles you own because of your driving record?  Yes  No

If yes, please explain:

Do you currently own a school bus?  Yes  No If yes, how many: \_\_\_\_\_

Are you currently in the process of purchasing a school bus? If so, from whom are you purchasing it?

If you do not currently own a school bus please describe the means by which you plan to obtain one, or more:

If known, please list the make, model and year of each school vehicle you intend to use on a bus route for the St. Mary's County Board of County Commissioners, should you be selected as contractor:

The information given on this Application is correct to the best of my knowledge. I further understand that both myself, and my driver(s) are subject to a background check and the drug and alcohol testing program, as required under the FMCSA 49 CFR regulations, should I be selected as a contractor for the St. Mary's County Non-Public School Bus Division.

Signature: \_\_\_\_\_

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

**MAIL/DELIVER APPLICATION TO:**

St. Mary's County Non-Public School Bus Division  
44829 St. Andrew's Church Rd.  
P.O. Box 409  
California, MD 20619

**For inquiries, please contact:**

Ms. Becky George, Non-Public School Bus Supervisor  
301-475-4200 ext. \*1124  
becky.george@stmarysmd.com

**IMPORTANT:** All applications must be submitted with a current certified MVA driving record, \*Criminal background check and a complete vehicle inspection history report (if a school bus has already been secured). Any application submitted without these items may be disqualified.

**\*FOR NON-PUBLIC SCHOOL BUS DIVISION USE ONLY\***

CLOSING DATE FOR THIS APPLICATION: \_\_\_\_\_

DATE RECEIVED BY COUNTY: \_\_\_\_\_ INITIALS: \_\_\_\_\_