# Transportation Bus Driver Referral Form

## Referral Guidelines

1. To refer a potential bus driver, please complete this form and return it to the Personnel and Benefits Coordinator.
2. You are eligible for a referral bonus only when you refer external candidates.
3. If the candidate you refer is hired, you will receive a referral bonus of:
	1. $150 after the new employee has worked for 90 days.
	2. $350 after the end of their first 12 months of employment.
4. Only bus drivers are eligible for referral bonus.
5. Only one referral bonus can be given per candidate. If a candidate is referred by more than one employee, the first referral received will be the one rewarded if the candidate is hired.

## Employee Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name: |  |  | Date: |  |
| E-Mail Address: |  |  | Phone No: |  |

## Referral Information

|  |  |
| --- | --- |
| Candidate Name: |  |
| E-Mail Address: |  |
| Phone No: |  |

|  |
| --- |
| Why this candidate is qualified for this position: |
|  |

## For Administration Office Use Only

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Received: |  |  | Interviewed? |  |
| Hired? |  |  | 1st Bonus Date: |  |
| Terminated? |  |  | 2nd Bonus Date: |  |