

REQUEST TO RELEASE BUS TRAINEE FILE

Directions: Please fully complete this form and send it to Lynn Vance at RESA 7 when requesting a bus operator training file. Without this form, no trainee files will be released. Thank you.

Scan & email, mail or fax to:

Lynn Vance, levance@k12.wv.us

1201 N 15th St, Clarksburg, WV 26301

Fax: 304.624.3665.

I, _____ would like to request the bus operator training file for the following recently trained substitute bus operators:

Trainee Files Requested:

- 1.
- 2.
- 3.
- 4.
- 5.

They are approved for hire as of the _____ county board meeting.

Please select the delivery method below:

___ Mailed

___ Pick up at RESA 7 by _____

Personnel Director / Superintendent Signature

Date

DISCLAIMER: All portions of the trainee file received must be kept on file at the county board of education. No portions can be discarded. RESA 7 does not maintain any training information. Thank you.