

[Date]

Public School Employees' Retirement System
Administrative Determinations
5 North 5th Street
Harrisburg, PA 17101

**Re: Employing PSERS Retirees as School
Transportation Drivers
Employer #_____**

Dear Administrator:

Due to a general shortage of school transportation drivers, [School Employer] requests PSERS' approval to employ PSERS retirees as temporary school transportation drivers as needed throughout the [school year] school year while recruitment of permanent employees continues. In support of this request, [School Employer] certifies as follows:

1. [School Employer] maintains a current list that distinguishes between PSERS retirees and those who are not with respect to school transportation services.
2. [School Employer] confirms that when the need for a school transportation driver arises, it will first notify and exhaust a candidate pool of those who are not PSERS retirees; [School Employer] will not employ a PSERS retiree unless someone who is not a PSERS retiree is not available or does not accept the assignment within a reasonable period of time.
3. [School Employer] accomplishes the above by [describe the system or process used to notify and select non-retired school transportation drivers in advance of making assignments available to PSERS retirees, including the use of an existing third-party provider].
4. [School Employer] acknowledges that it will continue throughout the school year to make a good faith effort to find school transportation drivers who are not PSERS retirees before offering employment to a PSERS retiree; understanding, however, that a good faith effort does not require the [School Employer] to solicit the use of a third party provider for school transportation services.
6. [School Employer] will provide a copy of this request and PSERS' response to any PSERS retiree who is employed under the School Year Approval Process for these services.

[Signature]