



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Bus Driver
Location:	Berens River School
Start Date:	As soon as possible
Hours/Days/Months:	6 hours/day, 5 days/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$21.66/hour
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Open Until Filled

These positions involve the provision of safe, timely transportation for Division students. Transportation may be on a daily basis, may include transportation for extra curricular activities and may involve unscheduled transportation. This position involves work at irregular hours, split shifts, evening, and weekend work.

QUALIFICATIONS

- Grade 12 (or an acceptable combination of education and experience)
- Current and valid Manitoba Class Two (2) Driver's License (**training will be provided**)
- Valid school bus driving certificate (**training will be provided**)
- Clear driving abstract
- Previous school bus driving experience is preferred
- Thorough knowledge of regulations and practices as required by The Highway Traffic Act, Manitoba Education and the School Board relative to the operation and maintenance of school buses.

DUTIES AND RESPONSIBILITIES

- Maintains confidentiality regarding student information especially while using Fleet Net Radios
- Operates a school bus in safe, lawful, courteous and efficient manner
- Performs required inspections prior to all regular, extra-curricular and/or previously unscheduled trips
- Performs necessary servicing activities as required, including gas and oil replacement
- Reports all accidents, regardless of severity, to the Division Transportation Manager
- Maintains the interior of the school bus in a clean, tidy and safe condition
- Maintains student discipline on the school bus according to Student Transportation Handbook
- Maintains records and reports including student numbers, student health information, incident reports, trip logs, gas and oil records and other information that may be required from time to time
- Supervises students until relieved by a designated supervisor
- Performs other duties as assigned.

Applications should include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

Thank you for your interest; however, only applicants selected for an interview will be contacted. By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Ms. June Green, Business Manager
Berens River School
Box 344, Berens River, MB R0B 0A0
Fax: (204) 382-2422
Email: June.Green@fsdnet.ca

