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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Bus Driver</b>
Location:	Gillam School
Start Date:	As soon as possible
Hours/Days/Months:	6 hours/day, 5 days/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$17.59/hour
Unionized/Non-Unionized:	Non-Unionized
<b>Application Deadline:</b>	<b>Open Until Filled</b>

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This position involves 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 Supervisor
- 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 additional 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
- Conducts bus evacuation drills
- Determines whether the route or portion thereof is safe for travel and informs the Division Transportation Supervisor and/or Principal
- Performs other duties as assigned.

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required. Forward application package to:

Mr. Allan McCreery, Transportation Supervisor  
Frontier School Division  
House 152, General Delivery  
Waterhen, MB R0L 2C0  
Fax: (204) 628-3031  
Email: Allan.McCreery@fsdnet.ca

Or

Ms. Jacki Ludgate, Vice Principal  
Gillam School  
Box 370, Gillam, MB R0B 0L0  
Fax: 204-652-2150  
Email: Jacqueline.Ludgate@fsdnet.ca

*All applicants are thanked for their interest; however, only applicants selected for an interview will be contacted. By applying, you are consenting that the Division may contact your references. The successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Search) and Child Abuse Registry Check, at their own expense, as a condition of employment. Further information is available at [www.fsdnet.ca](http://www.fsdnet.ca)*

