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## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Bus Driver (Training will be provided)</b>
Location:	Philomene Chartrand School
Start Date:	As soon as possible
Hours/Days/Months:	8 hours/day, 5 days/week, 10 months/year
Salary:	\$21.66/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
- 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
- Proper paperwork is a must including completing the School Bus Inspection Log book, the Driver's Daily Log, fuel reports and any other reports and forms that may be required by the Transportation Department.
- 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
- 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 Manager and/or Principal
- Performs other duties as assigned.

Applications should include a cover letter, current resume and a list of three professional references including contact numbers.

*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](http://www.fsdnet.ca)*

*Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:  
Caleigh Matni-MacDonald, Principal  
Philomene Chartrand School  
Box 40, Camperville, MB R0L 0J0  
Fax: (204) 524-2596  
Email: [Caleigh.MatniMacDonald@fsdnet.ca](mailto:Caleigh.MatniMacDonald@fsdnet.ca)  
Posting Date: April 23, 2025

