



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Bus Driver (Training will be provided)
Location:	Mel Johnson School
Start Date:	September 3, 2025
Hours/Days/Months:	8 hours/day, 5 days/week, 10 months/year
Salary:	\$21.66/hour
Unionized/Non-Unionized:	Non-Unionized
Application Deadline:	Open Until Filled

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*

Reasonable accommodations are available for persons with disabilities on request.

Forward application package to:
Catherine Walsh, Principal
Mel Johnson School
269 Fleming Drive, Wabowden, MB R0B 1W0
Fax: (204) 689-2289
Email: Catherine.Walsh@fsdnet.ca
Posting Date: June 26, 2025

