



FRONTIER SCHOOL DIVISION SUPPORT STAFF JOB POSTING

POSITION:	Bus Driver
LOCATION:	Gillam School
START DATE:	November 20, 2017
HOURS/DAY/MONTHS:	6 Hours/Day, 5 Days/Week
TERM OF EMPLOYMENT:	Term position to March 23, 2018
SALARY:	\$17.46/hour
UNIONIZED/NON-UNIONIZED:	Non-Unionized
APPLICATION DEADLINE:	Open Until Filled

This position involves the provision of safe, timely transportation for Division students. Transportation will be provided on daily basis. It may also include transportation for extra curricular activities involving unscheduled transportation (irregular hours, split shifts, evening, and weekend work if required).

QUALIFICATIONS

- Grade 12 (or an acceptable combination of education and experience)
- Current and valid Manitoba Class Two (2) Driver's License
- Valid school bus driving certificate
- 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 should 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:

Mrs. Nancy Findlay
Vice Principal
Gillam School
Box 370
Gillam, Manitoba R0B 0L0
Phone: (204) 652-2193 Fax: (204) 652-2150
Email: Nancy.Findlay@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.frontiersd.mb.ca