



**ST. JAMES-ASSINIBOIA  
SCHOOL DIVISION**

# NON-TEACHING VACANCY

## **INSTRUCTIONS:**

Application/Transfer forms are available on the School Division website at [www.sjasd.ca](http://www.sjasd.ca)

A separate application is to be submitted for each job vacancy.

NOTE: Applicants should consider the position filled if they have not been contacted within one month from the closing date shown on the posting.

Job Vacancy #	046
Application Deadline	March 22, 2024
Employee Group	CUPE - <b>TERM</b>
Classification	Bus Driver - (75%, 6 hours per day - 10 Mos)
Location	Maintenance Complex, Transportation Dept.
Hours of Work	6 hour shift, Monday to Friday
Wage or Salary	\$26.06 per hour
Start Date	ASAP
Probation Period	6 Months (Internal Staff - 3 Month Trial Period)

**\*\* TEMPORARY POSITION TO APPROXIMATELY APRIL 26 (MAY BE EXTENDED)\*\***

## **DUTIES:**

As described in the Bus Driver Job Description, Policy Code: AP4-4 and the School Bus Drivers' Handbook (guidelines, policies & procedures).

## **QUALIFICATIONS:**

- Minimum - 1 year prior driving experience.
- Must hold a valid Manitoba - Class 2 Driver's License, a copy of which is to be attached to the application.
- Must have a School Bus Certificate.
- Must be able to comply with all aspects of the School Bus Driver's Handbook.
- Applicants must have a clear driving record for five (5) years and must obtain, at their own expense, a current DRIVER'S ABSTRACT (available from Department of Motor Vehicles); which is to be presented with the application.
- Must hold a current First Aid and CPR certificate.
- Ability to work effectively under time pressures.
- Ability to communicate effectively with Division staff members as well as students and the public.

**PLEASE COMPLETE DIVISION APPLICATION/TRANSFER FORM WHEN APPLYING FOR A POSITION.**

## **APPLY TO:**

Attn: Manager, Human Resources

Email: [cupepostings@sjasd.ca](mailto:cupepostings@sjasd.ca)

*The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential.*

March 15, 2024