

#107978

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EEAEA-E-1  
GBJC

**BUS DRIVER QUALIFICATIONS, TRAINING AND RESPONSIBILITIES**

The Supervisor, Transportation shall be responsible for the recruitment, selection and recommendation for employment of all school bus drivers employed by St. James-Assiniboia School Division, and responsible to review the qualifications of all drivers employed by any contracted service provider to ensure their qualifications meet the rules, regulations and policies of the Province of Manitoba and St. James-Assiniboia School Division.

**Qualifications**

Eligibility to be a school bus driver in St. James Assiniboia School Division shall require:

- a. A minimum of a valid Manitoba Class 2 Licence.
- b. Bus driving experience with a clear driving record.
- c. Successful completion of the appropriate tests administered by the Motor Vehicle Branch and receipt of a bus driver’s certificate.
- d. The retention of a “declared fit to drive” medical status, as prescribed by the Province of Manitoba.
- e. Prior to the commencement of the school year each driver will file a photocopy of the current driver’s licence and abstract with the Supervisor, Transportation. Any change or restriction to a bus driver’s licence shall be reported immediately to the Supervisor, Transportation as per the Bus Driver Disclosure of Licence Form (EEAEA-E-1).
- f. In accordance with Policy GBJC, Drivers are expected to obtain and immediately advise the Supervisor, Transportation of any changes to their criminal or child abuse records.
- g. A valid CPR/First Aid certificate.

**Training**

Drivers shall be required to take pre-service training as provided by the Division prior to assuming sole driving responsibility for a bus route. All drivers shall attend transportation in-service seminars scheduled by the Division when advised that attendance will be with pay, unless excused in writing by the

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Supervisor, Transportation. Drivers will be given a minimum of 8 hours of in-servicing annually. The Supervisor, Transportation will review the training needs of the Division's drivers to ensure the driver's skills, knowledge, and professional conduct are maintained at the highest level possible. Contracted drivers will be required to meet the same standards as the Division drivers.

School bus drivers will be trained in and cognizant of the school bus and student safety programs.

Drivers will be expected to exercise good interpersonal communication and relationship skills and to adhere to and perform the requirements of the job description, policies and procedures of the Division, and all appropriate and applicable regulations. Of primary importance shall be the ability of the driver to carry out their responsibilities in such a way as to ensure the safe, efficient and economical transport of the passengers.

The Supervisor, Transportation may conduct "on board" evaluations of Division and contract drivers.

**Responsibilities**

*The driver of a school bus shall adhere to the procedures specified in both the Manitoba and the St. James-Assiniboia School Division Bus Driver's Handbooks <http://www.edu.gov.mb.ca/k12/ptu/publications.html>.*

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