



The Seven Oaks School Division invites applications for

## CASUAL BUS DRIVER

<b>DATE POSTED</b>	June 2022
<b>LOCATION</b>	Various Schools
<b>HOURS OF WORK</b>	Monday to Friday as scheduled
<b>WAGE OR SALARY</b>	\$26.77 per hour

### POSITION SUMMARY

Transport students between school and home on established routes and on excursions during the regular school year within the guidelines of the Seven Oaks School Division policy [GCBAP](#).

#### DUTIES

- Ensure students safety at all times, particularly when boarding and leaving buses and crossing street while bus is stopped.
- Communicate and interact with students, parents, school employees, co-workers and the general public in a respectful and professional manner.
- May drive buses equipped for wheelchair accessibility and aid students in boarding.
- Maintain control of students and follow bus code of conduct.
- Maintain a daily inspection log.
- Perform pre-trip and post-trip inspections.
- Promptly report delays, mechanical problems and accidents.
- Mandatory continual professional development.
- Complete excursions (field trips) when/as required.

### REQUIRED AND PREFERRED QUALIFICATIONS

- Completion of grade 12 or equivalent.
- Valid class 2 driver's license and a Manitoba School Bus Operator Certificate. (may consider paid training for suitably qualified applicants).
- Clear driving abstract.
- Ability to communicate in a professional and courteous manner.
- Ability to perform the physical aspects of the position including emergency bus evacuations.
- Emergency First Aid/CPR Certificate is an asset.
- Must ensure confidentiality at all times.

### APPLICATION PROCESS

Applications consisting of your cover letter, resume and [application form](#) are accepted online to [applications@7oaks.org](mailto:applications@7oaks.org) or in person :

Dana Valente, Director of Transportation  
 1985 Grassmere Road  
 West St. Paul, MB R4A 6A3

- We thank all applicants for their interest, however only those selected for further consideration will be contacted.
- Employment is contingent upon the provision of a clear criminal record and child abuse checks.

<b>APPLICATION DEADLINE</b>	Ongoing
-----------------------------	---------