



Peace River School Division Transportation

Bus Driver Employment Package

Thank you for your interest in providing safe transportation to students on behalf of Peace River School Division No. 10. School bus driving is a challenging and rewarding occupation and is an important link in the education system.

DRIVER REQUIREMENTS

We will provide school bus driver training to successful applicants. Board policy, insurance and government regulations restrict the employment of school bus drivers in the following areas:

1. Your driving history must demonstrate that you are a safe and knowledgeable driver. A copy of your driver abstract will be obtained and reviewed by the school division. We carry precious cargo and will not tolerate drivers with poor driving skills.
2. Your driving experience will reflect how well you will handle a school bus. A good background of driving is essential.
3. An interest in young people is necessary. Your interaction with people can be a determining factor in your success as school bus driver.
4. You are required to have a medical examination before you can obtain a Class 2 driver license. If you have any physical handicaps and/or health problems relating to the senses (i.e. respiratory, heart, nerves or psychiatric systems) you may not be eligible for school bus driving. There may be other areas of concern or limitations that may prevent you from meeting the medical requirements for a Class 2 license.
5. All applicants will be required to provide a Criminal Record Check and a Child and Family Services Authority check prior to employment.

Please submit the following:

1. **Application (attached)**
2. **Driver Abstract Statement of Intent (attached)**
3. **Copy of your Alberta Driver's License**
4. **Criminal Record Check**

to the Transportation Department in person at: 4702 – 51 St. Grimshaw, AB, T0H 1W0, or by email: leemer@prsd.ab.ca.

Thank you.

Obtaining Criminal, Vulnerable Sector and Intervention Record Checks

Criminal or Vulnerable Sector Check

Apply in person at these local RCMP offices with picture identification

- Peace River (9200 99 St)
- Fairview (10104 113 St)
- Manning (121 2 Ave SW)
- Red Earth Creek (ph #780-649-3992)



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Any costs associated with obtaining these records are the responsibility of the applicant/candidate.

Please make an appointment and see your Physician, as soon as possible, to obtain the Drivers Medical for a Class 2 Drivers License.



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PERSONAL DATA

Name: _____
Last First Initial

Box # _____ Town: _____ Postal Code: _____

Land Location/Street Address: _____ Home Phone: _____

D.O.B: _____ License Class: _____

Do you currently have demerits on your license? ___ No ___ Yes

EMPLOYMENT HISTORY Need last 3 years

List employment, beginning with most recent.

1. Employer: _____ Position _____
 Supervisor: _____ Phone _____
 Date of Employment: From: ___/___/___ To: ___/___/___
D M Y D M Y May we approach this employer for a reference?
 Yes No
 Reason for Leaving: _____

2. Employer: _____ Position _____
 Supervisor: _____ Phone _____
 Date of Employment: From: ___/___/___ To: ___/___/___
D M Y D M Y May we approach this employer for a reference?
 Yes No
 Reason for Leaving: _____

RELATED EDUCATION

VALID RELATED CERTIFICATES (e.g. S Endorsement, First Aid, Airbrake, etc.)

| <u>Certificate Type</u> | <u>Certificate Number</u> | <u>Date Completed</u> | <u>Certificate Expiry Date</u> |
|-------------------------|---------------------------|-----------------------|--------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Have you previously been employed by Peace River School Division No. 10 ?

No Yes



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RECORDS DISCLOSURE

| | | |
|--|----------|---------|
| Have you ever been dismissed (fired) from a job, while charges against you or an investigation of your behavior was pending? | YES ____ | NO ____ |
| Have you ever resigned at the request of your employer, while charges against you or an investigation of your behavior was pending? | YES ____ | NO ____ |
| Do you have a criminal record? | YES ____ | NO ____ |
| Have you ever been charged or convicted of an offence under the Criminal Code, Controlled Drugs and Substances Act, Narcotic Control Act, Food and Drugs Act, or Firearms Act of Canada, or the criminal laws of any other country? (Individuals who have been granted pardons are not required to respond "Yes" to this question). | YES ____ | NO ____ |
| Have you ever been denied or had revoked, any certificate, license, or permit? | YES ____ | NO ____ |

If the answer to any of the above questions is "YES", provide details including dates, disposition, and any other pertinent information:

(Note: "YES" to any one of the above will not automatically result in exclusion from employment. The requirements of the position and the circumstances related to the charge or conviction will be considered).

DECLARATION



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I understand that acceptance of this application may be dependent on me passing a job related physical and medical examination and that I have no physical disabilities, illnesses, conditions or addictions that would impair my ability to fulfill the job requirements. I certify that the statements made by me in this application are true and complete. I understand that a false statement may disqualify me from employment or result in my appointment to a position being rescinded. A criminal record check will be required.

Signature _____

Date _____

REFERENCES

Please list two references, preferably business or work associates. (Exclude relatives)

| <u>Name</u> | <u>Address</u> | <u>Occupation</u> | <u>Phone #</u> | <u>Yrs Known</u> |
|-------------|----------------|-------------------|----------------|------------------|
| | | | | |
| | | | | |

The information on this application form is being collected in accordance with the Freedom of Information and Protection of Privacy Act, and Peace River School Division Policy. It will be used to determine whether an applicant is qualified for appointment to a position or positions in the Peace River School Division and to manage the School Division's human resources program. If you have any questions about the collection of this information, contact the FOIPP Coordinator at Peace River School Division, 10018-101 Street, Peace River, AB, Phone (780)624-3601.



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Driver Abstract Consent

In accordance with s. 33(c) of the Freedom of Information and Protection of Privacy Act, the Traffic Safety Act, and the Access to Motor Vehicle Information Regulation, specific personal information is collected to confirm the identity of the consenting individual, to uniquely identify the consenting individual on the Registrar's system to produce the information product, and to confirm the identity of the recipient and of the authorized employee of the recipient (if the recipient is an organization). The information is collected to monitor and audit the release of information and to conduct investigations if the Registrar receives complaints about the release. Questions about the collection of this information can be directed to a Service Alberta Information Officer at 780-427-7013, toll free 310-0000 within Alberta. Alternatively, questions may be mailed to Box 3140, Edmonton, AB T5J 2G7, attention Data Access and Contract Management Unit (DACMU).

A "Driver Abstract" is the product name under which the Alberta Government releases specific information from a person's driving record, which contains:

- Name
- Address
- Date of Birth
- List of violations (Descriptions, Demerit / Merit Points and Suspension Term)
- A Commercial Driver Abstract (CDA) includes Commercial Vehicle Safety Alliance Inspection (CVSA) information and all of the above information with the exception of date of birth, height, weight, and sex.
- Height
- Weight
- Sex
- Class
- Issue Date
- MVID Number
- Licence Number
- Current Demerit Points
- Suspended Status
- Expiration Date
- Reinstatement conditions (if any)

PART 1

I, _____ of _____, Full Name Full Address

declare that my Driver's Licence Number is: _____, my Date of Birth is: _____ month by name, day, year

and I give consent for my: 3 Year, 5 Year, 10 Year Driver Abstract (SDA), 3 Year, 5 Year, 10 Year Commercial Driver Abstract (CDA),

to be released, for the period specified under the subsection 5(1)(a), 5(1)(b)(iii) or 5(1)(b)(v) of AMVIR listed below,

to _____ of _____, Name of the person / organization receiving the driver's abstract Full Address

In accordance with the Alberta Motor Vehicle Information Regulation (AMVIR) (choose one of the following subsections):

5(1)(a) driver's abstract released to a person known by myself

I acknowledge that the above individual is personally known to me, is not acting as an agent or employee of any other person in this transaction, and is not compensated in any manner for receiving or transferring the driver's abstract to myself. NOTE: This consent is valid for one month after the consent is dated and the information product released cannot be faxed by the registry agent.

5(1)(b)(iii) driver's abstract released to my employer or prospective employer

NOTE: This consent is valid for three months after the consent is dated if it is used by a prospective employer. This consent is valid for three years from the date it is dated or for the length of the employment whichever is shorter if it is used by the current employer. The information product released can be faxed by the registry agent only to the Employer signing PART 2.

5(1)(b)(v) driver's abstract released to a lawyer representing me

NOTE: This consent is valid for three months after the consent is dated. The information product released can be faxed by the registry agent only to the Lawyer signing PART 2.

I agree that Alberta Registries and/or the registry agent are not liable for any damages or losses however caused, in respect to any defect, error or omission in the driver's abstract, or use of the driver's abstract by the person receiving it.

Date Signature

PART 2 - Declaration for Faxing (This does not apply to subsection 5(1)(a) above)

I / We, _____ of _____, Name of Employer or Lawyer Address

request the driver's abstract, as mentioned above, to be faxed to _____ Fax Number (include area code)

I/We agree that Alberta Registries and/or the registry agent are not liable for any privacy breach after the driver's abstract has been faxed to the above number.

Date Signature of Employer or Lawyer

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THE ROLE OF THE SCHOOL BUS DRIVER

Bus drivers need many skills apart from their exceptional driving ability. They must be prepared for all situations. They have to be able to stay calm, recognize problems and act on them, and contend with motorists who disobey the rules of the road regarding school bus safety.

The school bus driver is a **PUBLIC RELATIONS AGENT**. In many cases they are the first contact the child may have with school division personnel. They are required to talk with students, parents, educators and administrators.

The school bus driver is a **TEACHER**. Many of the pupils now riding school buses will be driving vehicles on the highway within a few years. They naturally look to their school bus driver as a professional driver to teach them good driving habits by his/her daily example.

The school bus driver is a **DISCIPLINARIAN**. On the school bus, discipline problems can quickly become safety issues. By establishing and enforcing consistent rules with a professional attitude, the driver can instill in the pupils, a respect for authority and an appreciation of good citizenship.

The school bus driver must have excellent personal habits, pride in their personal appearance and pride in the cleanliness and mechanical condition of the bus they drive. They must be a responsible and courteous driver.

Most important, school bus drivers must be safety conscious 24 hours a day. What you do off the job may affect your performance on the job. They must know the rules of the road and the laws that regulate the operation of school buses.