

SCHOOL BUS DRIVER APPLICATIONS

The following procedure is to be adhered to for hiring and training school bus drivers for the Sunrise School Division. The Division does not compensate trainees for time spent training.

New drivers (any class of license):

1. Submit completed application (available from the Transportation Office) and a current copy of a Driver Abstract (must be less than six months old).
2. An interview will be arranged and conducted by the Transportation staff (may be instructors/trainers or managers). As part of the interview process, the books that are required will be explained.
3. If the applicant is successful through the interview process, they will be required to have a medical and a Learner Driver's License for Class 2 vehicles. Holders of Class 1, 2, 3 and 4 licenses may not require a medical as they should already have a current medical as a requirement for these licenses. Class 3, 4 and 5 license holders will require a written test to acquire a Class 2 Learner's license. Prior to the trainee being allowed to drive a run on their own, they must have a Criminal Record Check and Child Abuse Registry Check completed
4. The training schedule will be determined by the trainer. The training will include both theory and practical. Buses will only be operated by trainees when accompanied by a trainer. Trainees will not operate buses with spouses, friends, etc. unless they are a licensed and approved Divisional trainer/examiner.
5. The trainer will determine when the trainee is ready to go for testing and will schedule the appointment at a place and time convenient to both, as the instructor will accompany the trainee for their test.

In the event that the trainee already has a Class 1 or 2 license and is taking the training for a school bus certificate only, then the school bus test will be completed by the other trainer at a time agreeable to both the trainer and trainee.

6. Once the person has received their Class 2 and School Bus Certificate, they will do a final check-ride with one of the instructors on their respective run with students on the run. If they pass this final check ride then they will be paid the spare rate for that run.