



Bus Driver Application

Stage 1 The following documents are required prior to being considered for employment:

- A resume with three references that we may contact or complete the Bus Driver Application.
- Driver's Abstract (Original)
- Valid Driver's License (Copy)
- A Clear Criminal Record Check. This can be done through your local RCMP or City Police office at your cost. (see below)
- A Child Welfare Information System Check (CWIS Check).

Child and Family Services Authority is located at: 129 - 4 Avenue Southwest, High River. 403-652-8360.

You are required to present 2 pieces of Gov't ID at the time of application, one of which has a photo (e.g. Drivers license + Alberta Health Care Card, or Passport + birth certificate.)

There may be a 6-8 week backlog in processing CWIS Checks. In the interim Foothills School Division will accept a signed declaration (attached) while your CWIS check is being processed.

Stage 2 Once you have met the requirements of Stage 1 The Director of Transportation will be provided your resume for consideration.

Stage 3 If successful the Director of Transportation will invite you to the training program.

Driver training is provided at no cost to the prospective driver. This 4 – 6 week training includes your S Endorsement of 16 hours of class time; and 20 hours of on road driving.

Stage 4 Successful completion of the training program will place you as a Spare Driver with Foothills School Division.

Only those selected for further consideration will be contacted.



Child Welfare Screening

You will be required to obtain a Child Welfare Information System from your local Child and Family Services office.

Currently, Child and Family Services is experiencing a 6 – 8 week backlog. In the interim Foothills School Division will accept a signed declaration while your CWIS check is being processed. Should your CWIS check reveal information that is different than the declaration any employment offer will be null and void. If within 8 weeks of this declaration we have not received a clear CWIS check all training and employment will be terminated.

Name: (please print clearly)	Date of Birth		
	<u>yy</u> <u>yy</u>	<u>mm</u>	<u>dd</u>

Have you ever been investigated for a child welfare concern?

I DECLARE, that I have never been investigated for a Child Welfare concern.

OR

I DECLARE, that I have been investigated for a Child Welfare concern.

Nature of Investigation	Date of Investigation	Country/Province

DATED at _____ this _____ day of _____, 20__.

(City)

(Day)

(Month)

(Year)

Applicant's Signature

Submit this form to the Police Detachment as proof of your pending employment with
Foothills School Division

Procedure for Criminal Record Check

According to Division Administrative Procedure, employment will be confirmed upon receipt of a satisfactory criminal records check prior to commencement. This direction has been established to ensure the safety of our staff and students.

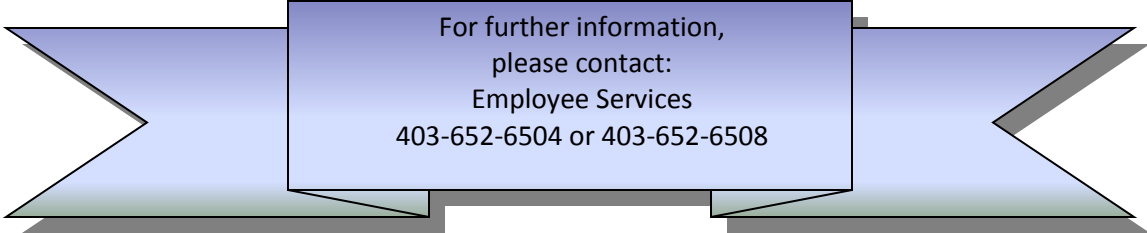
Ensure that a Vulnerable Sector Check is completed.

RCMP

- A fee may be charged by some Detachments of Police Services
- You must apply in Person (call for an appointment)
- You will need two pieces of identification (one must be a photo ID)

Calgary City Police

- You must apply in Person (no appointment necessary)
- You will need two pieces of identification (one must be a photo ID)



For further information,
please contact:
Employee Services
403-652-6504 or 403-652-6508