



Bus Driver Application

Always wanted a corner office with a view? How about being paid to travel? Plus a company vehicle? Are you committed to safety?

We are accepting applications for casual school bus operators on an on-call as-needed basis. You'll be operating up to an 82 passenger vehicle in the areas of Okotoks, High River, Cayley, Blackie, Longview, Black Diamond, Turner Valley, Red Deer Lake and Millarville. As a school bus operator, you'll work a split shift, driving approximately 2 hours in the morning and two hours in the afternoon.

As a school bus operator you can enjoy

- Part-time hours, 4-6 hours a day. Perfect for a stay-at-home parent, entrepreneur or retiree!
- Free Class 2S MELT training.
- Competitive wages with the opportunity to earn more by taking on additional work.
- Summers, weekends and holidays off.
- Health benefits for Regular School Bus Operators.

Successful completion of the training program will place you as a Casual Driver with Foothills School Division where you will become a member of the Foothills School Division Bus Driver Association and begin to build your seniority towards a regular school bus route.

Please be aware that Foothills School Division doesn't allow school bus drivers to bring their own children on the bus, unless they are student/s of Foothills School Division Kindergartener or older.

Please contact Transportation with any questions: 403 652 6547 or transportation@fsd38.ab.ca.

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

- A resume including at least 10 years of employment history, three references that we may contact or complete the Bus Driver Application.
- Driver's Abstract (Original) - at least 5 years of history – can be sourced from any registry office – no more than 3 months old – at your cost.
- Valid Driver's License (Copy)
- A Clear Vulnerable Sector Criminal Record Check. This can be done through your local RCMP Police office at your cost – no more than 3 months old. (see below for directions)
- A Child Welfare Information System Check (CWIS Check).



Below are the instructions to process the CWIS Check form.

- Please email cs.irccalgary@gov.ab.ca and request a **Child Intervention Record Check application form**. They will send you a form to complete
- Forward your completed form along with a copy of two pieces of government issued ID (one with a photo) as a second attachment to:
 - Email CS-IRCrequest@gov.ab.ca
 - If mailing in: Government of Alberta, Children's Services – Calgary Regional Office 300, [1240 Kensington Rd. NW, Calgary AB T2N3P7](#)
- Examples of accepted forms of ID: driver's license, AB identification card, Treaty status card, AHC, firearms license, birth certificate, passport. Do not send a copy of your Social Insurance Number.
- Before submitting your request, please check that you have:
 - Entered your [personal information](#) – name, complete address, aliases, children, DOBs, etc.
 - Identified the [organization & type of position](#) you are applying for – even if "Residing with..."
 - Typed your [name and date at the bottom of sections 1 & 2](#) to verify the information provided is correct and to consent to having the check completed (ensure you check the box in front as well).
 - Ensured that the [completed IRC form is attached as a PDF](#). No pictures or web links please.
 - Attached the [copies of your ID](#)

Incomplete requests will be returned for correction and will create delays in processing.

There may be a 6-8 week backlog in processing CWIS Checks. In the interim Foothills School Division will accept a signed declaration while your CWIS check is being processed. The declaration is part of the driver application guidelines attached



Child Welfare Screening Declaration

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		
	yyyy	mm	dd

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, Training/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)