

**Kelsey School Division
Box 4700
The Pas, MB R9A 1R4**

Code: EEACA

BUS DRIVER EXAMINATION AND TRAINING

- A. When hiring a bus driver, the following criteria will be applied:
1. Possess a valid Class 2 License.
 2. Possess a Bus Driver's Certificate as issued by the Pupil Transportation, Manitoba Education.
 3. Have a minimum of 4 years as a licensed driver.
 4. Have a good driving record with no alcohol related charges in the past 4 years.
 5. Pass an annual physical examination.
 6. Have an even disposition and the ability to manage students.
 7. Be skilled operating a large vehicle effectively and efficiently.
 8. Be able to keep the required records.
 9. Demonstrate an acceptable level of knowledge and skills as per Kelsey School Division developed standards.

Every school bus driver shall have a valid Class 2 Driver's License on their person at all times. In the event a driver's license is removed, a report is to be made to the Director of Maintenance and Transportation immediately.

B. Medical Tests

Before an application for the position of bus driver is considered, the applicant must obtain a medical certificate from a physician, declaring them to be medically fit to drive a school bus. The physician may be appointed by the Board. The Board will pay the costs of medical examinations which it authorizes.

C. Further examinations

- 1.) After a driver has been employed for more than one year, they shall be required to provide authorization for the School Division to obtain a driving abstract annually.
- 2) The Board has adopted the medical form mentioned in the Highway Traffic Act Regulation. Kelsey School Division requires that a medical report be completed annually.

On this form is provision for the medical examiner to request a medical as deemed necessary.