



Bus Driver Trainer Administrative Procedure 2.B.10

2.0 Human Resources
2B Position Descriptions

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference: *The Highway Traffic Act, Public Schools Act*

Date Adopted: October 2011

Date Amended: September 2019, January 2025

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION:

The Division believes in continuous improvement and a high standard of safety and care for all students. Therefore, the bus driver trainer position will ensure the ongoing training of new and existing drivers under the supervision of the Transportation Supervisor.

RESPONSIBILITIES AND DUTIES:

- Provide training to prospective new employees that includes rules and regulations from the Manitoba School Bus Driver's Handbook, *Manitoba Highway Traffic Act* and the *Manitoba Public Schools Act*
- Prepare participants with information for the written bus knowledge test and the drivers road test administered by Manitoba Public Insurance
- Conduct evaluations on all drivers as required by Pupil Transportation Unit
- Assist with the Emergency Bus Evacuation program
- Submit reports as required
- Provide remedial training when required
- Assist with in-service training sessions when required
- Other duties as assigned

SKILLS/QUALIFICATIONS:

- Excellent communication skills, both orally and written
- Computer skills and experience with programs such as Word, Excel, Power Point and Outlook Email
- Must have strong knowledge of the Manitoba School Bus Driver's Handbook, *Manitoba Highway Traffic Act* and the *Manitoba Public Schools Act*
- Must have strong knowledge of Evergreen School Division's Transportation and Bus Ridership Policies
- Must have an exemplary work record
- Must be committed to high quality driving standards

EMPLOYMENT REQUIREMENTS:

The bus driver trainer will:

- Possess a grade 12 high school diploma or equivalency
- Have a clear driving record for the past three (3) years (evidenced by a Driver's Abstract).
- Successfully completed of the Province of Manitoba's training program for School Bus Instructors
- Possess a Province of Manitoba School Bus Driver's Certificate
- Possess a current Province of Manitoba Class 2 License with no demerits.