



# Position Advertisement

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## **POSITION**

**Job Title:** **Casual/Substitute Bus Driver**  
**Job Advertisement #:** 2024WSD041  
**Type of Position:** Support  
**Job Type:** Casual  
**Contract:** 10 Month  
**Location:** WSD  
**Start Date:** September 3, 2024  
**Closing Date:** This position will stay open until suitable candidates are found.

## **DESCRIPTION**

Western School Division invites applications for **Casual/Substitute Bus Driver** positions. Drivers are responsible for safely transporting students on a daily basis and must be committed to safety and customer service. This is an opportunity that is always exciting and allows for work-life balance; perfect for a stay-at-home parent, entrepreneur, or retiree.

The successful candidate must possess a valid Class 2 Manitoba Driver's License and clean driving abstract as well as demonstrated excellent communication skills, and be able to work under little supervision, with good problem solving and decision-making skills. Experience working, interacting with or supervising children as well as practical driving experience are strong assets. Preference will be given to those persons who hold: a School Bus Operator's Certificate; current CPR Certificate; Epi-pen Administration Certification; and First Aid Certificate. However, Western School Division will provide specialized training for successful candidates who are interested in obtaining the required certification for employment. Please express your interest in your resume or cover letter. Anticipated sessions are tentatively scheduled for the middle of August, should the successful candidates be offered employment.

A condition of employment with the Western School Division is a satisfactory Criminal Record Check, Vulnerable Sector Search, Child Abuse Registry Check and an agreement by the applicant to disclose criminal record and/or Abuse Registry record information to the Division. The successful candidate will be responsible for any service charges incurred. Persons must present this information prior to their first day of work.

The Western School Division is committed to providing an inclusive and barrier-free work environment to all applicants starting with the hiring process. Should you be contacted for the interview, please advise the Division if any restrictions require accommodation. All information received regarding the accommodation will be kept confidential.

## **HOW TO APPLY**

Please visit our website at [www.westernsd.mb.ca](http://www.westernsd.mb.ca) and complete the [Employment Application Form – Non-Teaching](#) and submit to:

Western School Division  
Attn.: Human Resources, Job Advertisement #2024WSD041  
Unit 4-75 Thornhill Street  
Morden, Manitoba R6M 1P2  
Fax: 204.822.4262  
Email: [hr@westernsd.mb.ca](mailto:hr@westernsd.mb.ca)

*Additional information about the Division and its schools is available online at [www.westernsd.mb.ca](http://www.westernsd.mb.ca), Schools tab.*

*We thank all for applying but only those selected for further consideration will be contacted.*