

Position Advertisement

POSITION

Job Title: **Casual/Substitute Bus Driver**
Job Advertisement #: 2025WSD054
Type of Position: Support
Job Type: Casual
Contract: 10 Month
Location: WSD
Start Date: September 2, 2025
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 demonstrate excellent communication skills and be able to work under little supervision, with good problem solving and decision-making skills. Experience working or interacting with or supervising children as well as practical driving experience are strong assets. Preference will be given to those persons who hold: a Manitoba Class 2 Driver's License with a clean abstract and a School Bus Operator's Certificate; a current First Aid/CPR Certificate; and Epi-pen Administration Certification. 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.

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

Interested candidates **must** submit an application form with their resume and cover letter. **Incomplete application packages can be rejected and not given further consideration.** Please visit our website at www.westernsd.mb.ca, complete the [Employment Application Form – Non-Teaching](#) and submit to:

Western School Division
Attn.: Human Resources, Job Advertisement #2025WSD054
Unit 4-75 Thornhill Street
Morden, Manitoba R6M 1P2
Fax: 204.822.4262
Email: hr@westernsd.mb.ca

Additional information about the Division and its schools is available online at www.westernsd.mb.ca, Schools tab.

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