



Administrative Procedure 5065

Employment Requirements – School Bus Drivers

Board Governance Policy Cross Reference: [1](#), [13](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: June 1985

Amended: December 2017

As a requirement for employment and continued employment, the Brandon School Division requires that all school bus drivers shall:

- possess a valid Manitoba Class License for the class of vehicle being operated;
- pass a prescribed physical examination administered by a licensed physician on forms provided for this purpose; and
- pass the appropriate tests administered by the Motor Vehicle Branch.

School bus drivers will be required to take a minimum of 24 hours of pre-service training as provided by the Division prior to assuming sole driving responsibility for a bus route.

School bus drivers shall take a Defensive Driving course during their 6 month probationary period of employment, registration fees for said course to be borne by the Division.

School bus drivers shall attend transportation in-service seminars scheduled by the Division with attendance being with pay, unless absence is authorized in writing by the Supervisor of Transportation. Drivers are encouraged to avail themselves of other school bus transportation workshops and seminars that may become available from time to time.

Every school bus driver shall receive an annual medical examination by a doctor approved by the Division. The doctor shall submit the medical report to the Division giving an opinion based upon the requirements of the *Canadian Medical Association Guide*. Costs of the medical examination shall be borne by the Division.