



A. Permanent part time only 3-6 hours per day Split-shift

Southland's part-time school bus drivers work approximately 190 days during the school year. Some school boards start in late August with most finishing the end of June. Drivers are laid-off during the months of July and August as well as two weeks over Christmas and one week over Easter. Driving a school bus involves working a split shift. Drivers work about 1-3 hours in the morning and the same again in the afternoon. Each route is different but the windows of times are 6:00–9:00 and 14:00– 17:30.

How does Southland pay their drivers?

Drivers are paid every two weeks and receive their vacation pay with their regular pay. All members of staff are paid by direct deposit therefore a void cheque is required upon hiring. Drivers are paid an hourly wage, with minimum route pay depending upon the school board you drive for. The rate is a combination of live time (with students on board), and deadhead time while unloading. After completion of a 3-month probationary period, drivers receive approximately a 10% increase in pay. The probationary rate is up to \$75.00 per day to start. Regular Rates up to \$87.00 per day. Drivers choose routes based on seniority and geographic location of the route. Each route is assigned a specific loaded and unloaded time for completion. If drivers complete their assigned work within the timeframe provided, they may be asked to perform additional work. This additional work may not receive extra pay if it falls within the timeframe of your original route.

Please sign that you understand and accept these conditions, _____

C. Operating Responsibilities

What are a driver's responsibilities and duties?

In addition to driving the children safely to and from school, rate of pay covers the following duties as well:

1. Pre and post trip checks daily.
2. Being on your bus and responding to dispatch at your routes prearranged time.
3. Fuelling the bus when required.
4. Maintaining a clean bus.
5. Phoning in the mileage **once** a month and on payday collecting pay stubs and other paper work.
6. Bringing the bus into the shop when requested by operations or maintenance.
7. Providing student head-counts at the end of each month.

D. Training Program (Personalized and FREE)

What kind of training does Southland provide?

- Southland endeavors to provide personalized driver training.
 - The average person trains between 8 to 10 half days (35-40 hours).
 - 7 – 1 hour classroom sessions – Policy, Procedures, Guidelines (PPG) and 2- 3 hours PDIC courses. Maintenance/Operations. Children are not to be brought to these classes and parents are responsible for arranging childcare at their own cost.
 - Southland training is provided free of charge, but the applicant is not paid during this training.
 - Training takes place from 9:30 to 14:30 during the school year or from 8:00 to 13:00 or 12:00 to 17:00 or 8:00 to 17:00
- * ACCEPTANCE INTO OUR TRAINING PROGRAM DOES NOT GUARANTEE JOB PLACEMENT AS A DRIVER.**

E. Driver Requirements

What does Southland require from an applicant?

- ✓ Enjoys working with the public and especially children.
 - ✓ Demonstrates good driving skills and habits.
 - ✓ **An original & recent copy of a Driving Abstract or Record – Southland acquires.**
 - ✓ No more than 4 demerits on license.
 - ✓ A valid Alberta license with five years of driving history.
 - ✓ Good English comprehension, spoken and written.
 - ✓ Successful completion of class 2 Government Medical.
 - ✓ Successful completion of class 2 written test.
 - ✓ **Clear pre-employment alcohol and drug testing – Southland arranges**
 - ✓ **Clear Criminal Check –No criminal convictions or charges.**
 - ✓ A second piece of ID to be used to obtain a criminal back check. Actual Social Insurance card must be provided.(ID will be copied for your file)
- Three references: 1 business, 1 character, and 1 family.

F. Costs

(Done with in the first 4 days of training)

What does it cost to take the training program at Southland? TRAINING IS FREE!!

NOTE: The following highlighted costs are paid by Southland Transportation. 3 vouchers will be provided to you once you begin training. These vouchers must be presented to the designated locations. The vouchers are numbered and not redeemable for cash, in whole or in part. Vouchers are not transferable.

- \$30.00 Government Medical for Class 2. Voucher can only be used at Medical Center.
- \$15.70 Class 2 Written Test. Voucher can only be used at Macleod Trail Registries (Calgary) or Abbey Road Registries (Edmonton).
- \$20.49 Reclassification of your license from Class 5 to Class 2. Voucher can only be used at Macleod Trail Registries or Abbey Road Registries. (This is done once you pass the tests from both Southland and the Registry office.) Once the Driving test is completed by a Southland Driver Examiner, you are required to return to a registry office and present:
 - Medical Form – completed
 - Written test receipt – passed
 - Driving test form – passed

Upon presenting your Reclassification voucher, you will receive a Class 2 license without photo. Please bring it back to the Southland office where it will be photocopied and placed in your file, then you'll be ready to start driving. When your original license arrives – please bring it in so a copy can be made for your personnel file.

Required paid meetings

Due to Southland's commitment to safety and the belief that a well trained driver is a safer driver. We provide on-going safety meetings to support this philosophy. Once employed you are **paid** to attend a minimum of four (4) different topic Safety Meetings per school year, plus one (1) Operations Effectiveness course. Numerous dates and times are offered to accommodate our staff. Attendance is linked to our safety award program.

“S” Endorsement Course

Additionally, you will be required to complete an “S” Endorsement course within the first 6 months of employment – **attendance for this is not paid** 2 sessions (8 hours each). You are required to take the refresher course every 3 years– **attendance for this is not paid.** This is a requirement of PIC (Partners in Compliance) an initiative that promotes and supports standards of excellence in transportation.

Appearance and Attitude

School bus drivers are in a position of trust. Therefore their appearance must be conservative, neat and well groomed with proper attire for the seasons. Naturally, a pleasant and accommodating attitude is important.

Timepiece

Please wear a watch or use a timepiece that can be synchronized to the time clock used at Southland Transportation. This is very important.

Child on bus request

If you elect to bring your child with you on a school run, remember that you must sign a release form. Also, if required, you must supply your own car seat.

Drug & Alcohol Policy

Use of illegal drugs at any time is prohibited. Alcohol consumption is not permitted either at work or within **12 hours** of any driving assignments. Substance abuse is cause for suspension and disciplinary measures up to and including termination. Smoking is not permitted, at any time, on a school bus or anywhere in the vicinity of a school. Please sign that you understand and agree to abide by this policy if hired, _____

WCB (PIR)

As a member of Partners in Injury Reduction (PIR) through Workers Compensation. Southland Transportation, in conjunction with your doctor, **may** provide a “Modified Work Program” in the event of a work related injury. Please see the example provided with this application.

Emergency Response Team

Drivers in Cochrane/ Springbank/ Okotoks/ High River may be called upon to assist in an emergency evacuation. Southland is part of the Rural Emergency Response System in these areas.

Route Selection

Southland is unable to guarantee route placement in a specific community. Routes are picked based on seniority and geography. Please sign that you understand and accept these conditions if hired.

This is to Confirm that:

- ✓ I understand all the requirements of a school bus driver as outlined in this handout
- ✓ I received a copy of this handout to take with me.
- ✓ The above information was reviewed during my interview with _____.

Please Sign Above Line

Please phone (403) 253-9322 if you have any questions.

Web Page: www.southland.ab.ca

Would you be interested in other opportunities within STL? Y ___ N ___

What are your interests?