

SCHOOL BUS DRIVER GENERAL INFORMATION

“Student Safety is Our Goal” is the mantra of the Buffalo Trail Public Schools Transportation Department as devised by their contractors. The qualifications and requirements within this document are representative of this goal.

1. Before you begin to taking the necessary courses to be a bus driver you should know what is required and expected of a school bus driver in Buffalo Trail Public Schools:
 - a. Bus Driver Qualifications: <http://www.btps.ca/documents/general/701-6AP%20-%20Bus%20Driver%20Qualifications.pdf>
 - b. Roles and Responsibilities: <http://www.btps.ca/documents/general/701-7AP%20-%20Transportation%20Roles%20%20Responsibilities.pdf>
2. Application For School Bus Driver: <http://www.btps.ca/documents/general/701-6AP%20-%20Exhibit%201%20Application%20to%20Drive%20a%20School%20Bus.pdf>
3. Criminal record and vulnerable sector checks must be obtained from your local RCMP detachment. There is a fee.
4. Driver abstracts can be obtained from your local registries office for a fee.
5. If you have a medical condition that is pertinent to your ability to safely operate a school bus you can have your doctor complete the medical clearance form on your behalf.
<http://www.btps.ca/documents/general/701-6AP%20-%20Exhibit%202%20Bus%20Driver%20Medical%20Clearance%20Form.pdf>
6. A bus driver must have a Class 2 or 1 with the S Endorsement if they reside in the province of Alberta or Saskatchewan. The S Endorsement course is a provincial requirement that teaches school bus drivers about school bus safety and is referred to as the School Bus Driver Improvement Program. Please contact the Transportation Department at transportation@btps.ca to register for the next available course.
7. New bus drivers can apply to be a pre-MELT 2S transition driver through the BTPS Driver Training School. Please contact the Senior Driver Instructor, [Chrysti Mannix](#), for the completion form. New drivers will need the approval email from Alberta Transportation before they are permitted to write the Class 2 knowledge or take the Class 2 road test. You will also need a current medical.
8. After July 31, 2020 a new bus driver must obtain a Class 2S MELT license. BTPS charges \$4800 for the 53.5 hours of training, but there are subsidies for BTPS contract bus operators.
9. Bus drivers are professional commercial drivers, and must be National Safety Code compliant and trained as per Alberta Transportation. NSC courses can be obtained through your contractor or through our office at transportation@btps.ca.
10. Buffalo Trail Public Schools school bus transportation services are 100% contracted. If you are not currently training under a local contractor, we can forward your information to them. It will be up to the individual contractor to contact you.
11. For more information, please contact the Transportation Department at transportation@btps.ca or the Director of Transportation, Chrysti Mannix, at 780-806-2051 or Chrysti.mannix@btps.ca.
12. Available Bus Routes can be found on the Careers Page of the BTPS website at <http://www.btps.ca/Bus%20Route%20Contractors.php>