



Application for Employment: **Bus Driver** **Spare Driver**

Zones the applicant is willing to drive:

- LOBSTICK (Evansburg, Niton Junction, Wildwood)
- EDSON (Carrot Creek, Fulham, Edson, Marlboro)
- HINTON (Brule, Hinton)
- JASPER

Personal Information

Surname	_____	Given Names	_____
Address	_____	Town/City	_____
Phone #	_____	Postal Code	_____
	Home	Work	
Birthdate	_____	Email Address	_____
	Year	Month	Day

Education (highest grade completed) _____

Driver's License Details

Driver's License #	_____	Expiry Date	_____
Condition Codes	_____	Class	_____
		Province	_____
Do you presently have any demerits on your license?	_____	_____	
	Yes	No	
Have you ever completed any driver training classes?	_____	_____	
	Yes	No	

Driver Experience

Please indicate if you have experience operating any other of the following:

Light Trucks	_____	Years	_____	Months	_____
Heavy Trucks	_____	Years	_____	Months	_____
Conventional Bus	_____	Years	_____	Months	_____
Transit Bus	_____	Years	_____	Months	_____

Please provide your past 3 years of employment history:

Employer _____ Start and end date _____

Employer's Address _____ Supervisor's Name _____

Job Title _____

Job Duties _____

Employer _____ Dates of Employment _____

Employer's Address _____ Supervisor's Name _____

Job Title _____

Job Duties _____

Employer _____ Dates of Employment _____

Employer's Address _____ Supervisor's Name _____

Job Title _____

Job Duties _____

All of the above information is true to the best of my knowledge.

Applicants Signature

Date

Please forward completed application and resume to:

Grande Yellowhead Public School Division
Human Resources Department
3656 - 1 Ave.
Edson, Alberta T7E 1S8

Or by email to: hrrsupport@gypsd.ca

Public (when completed)

In accordance with s.33(c) of the *Freedom of Information and Protection of Privacy Act*, the *Traffic Safety Act*, and the *Access to Motor Vehicle Information Regulation*, specific personal information is collected to confirm the identity of the consenting individual, to uniquely identify the consenting individual on the Registrar's system to produce the information product, and to confirm the identity of the recipient and of the authorized employee of the recipient (if the recipient is an organization). The information is collected to monitor and audit the release of information and to conduct investigations if the Registrar receives complaints about the release. Questions about the collection of this information can be directed to a Service Alberta Information Officer at 780-427-7013, toll free 310-0000 within Alberta. Alternatively, questions may be mailed to Box 3140, Edmonton, AB T5J 2G7, attention Data Access and Contract Management Unit (DACMU).

A "Driver Abstract" is the product name under which the Alberta Government releases specific information from a person's driving record, which contains:

Name	Height	Class	Licence Number	Expiration Date
Address	Weight	Issue Date	Current Demerit Points	Reinstatement
Date of Birth	Sex	MVID Number	Suspended Status	conditions (if any)

List of violations (Descriptions, Demerit / Merit Points and Suspension Term)

A Commercial Driver Abstract (CDA) includes Commercial Vehicle Safety Alliance Inspection (CVSA) information and all of the above information with the exception of date of birth, height, weight, and sex.

PART 1

I, _____ of _____,
Full Name Full Address

declare that my Driver's Licence Number is: _____, my Date of Birth is: _____,
month by name, day, year

and I give consent for my: 3 Year, 5 Year, 10 Year Driver Abstract (SDA),
 3 Year, 5 Year, 10 Year Commercial Driver Abstract (CDA),

to be released, for the period specified under the subsection 5(1)(a), 5(1)(b)(iii) or 5(1)(b)(v) of AMVIR listed below,

to Grande Yellowhead Public School Division of 3656 1st Ave, Edson, AB T7E 1S8.
Name of the person / organization receiving the driver's abstract Full Address

In accordance with the *Alberta Motor Vehicle Information Regulation (AMVIR)* (choose **one** of the following subsections):

5(1)(a) driver's abstract released to a person known by myself

I acknowledge that the above individual is personally known to me, is not acting as an agent or employee of any other person in this transaction, and is not compensated in any manner for receiving or transferring the driver's abstract to myself.
 NOTE: This consent is valid for one month after the consent is dated and the information product released cannot be faxed by the registry agent.

5(1)(b)(iii) driver's abstract released to my employer or prospective employer

NOTE: This consent is valid for three months after the consent is dated if it is used by a prospective employer. This consent is valid for three years from the date it is dated or for the length of the employment whichever is shorter if it is used by the current employer. The information product released can be faxed by the registry agent only to the Employer signing PART 2.

5(1)(b)(v) driver's abstract released to a lawyer representing me

NOTE: This consent is valid for three months after the consent is dated. The information product released can be faxed by the registry agent only to the Lawyer signing PART 2.

I agree that Alberta Registries and/or the registry agent are not liable for any damages or losses however caused, in respect to any defect, error or omission in the driver's abstract, or use of the driver's abstract by the person receiving it.

Date Signature

PART 2 - Declaration for Faxing (This does not apply to subsection 5(1)(a) above)

I / We, Grande Yellowhead Public School Division of 3656 1 Ave, Edson, AB T7E 1S8,
Name of Employer or Lawyer Address

request the driver's abstract, as mentioned above, to be faxed to 780-723-2414.
Fax Number (include area code)

I/We agree that Alberta Registries and/or the registry agent are not liable for any privacy breach after the driver's abstract has been faxed to the above number.

Date Signature of Employer or Lawyer



Driver's License Confirmation Record

I, _____ confirm my Driver's License is valid and current.

Front of Driver's License

Back of Driver's License



HR MEMORANDUM

RE: Application for Bus Drivers:

Applications are to be submitted by returning this completed package to Human Resources. Applicants shortlisted will be contacted.

Please submit the **required** documents noted below:

- Current Intervention Record Check
- Current Vulnerable Sector Check
- Resume
- Completion of the enclosed Bus Driver Application Form
- Three letters of reference **or** three references with permission to contact
- Front and back copy of Driver's License
- Completion of Drivers Abstract Consent Form

Employment is subject to a receipt Vulnerable Sector check and Child Intervention check; as well as, passing a functional assessment

Also enclosed in this package you will find:

- Record Check Procedure
- Drivers Abstract Consent
- Driver's License Confirmation

If you have any questions, please contact Human Resources:

Phone: (780) 723-4471
Email: hrrsupport@gypsd.ca



Record Checks Procedure

[Board Policy 16](#) and [Administrative Procedure 400 - Appendix A](#)

1. **RCMP Vulnerable Sector Record Check**

- go to local RCMP detachment with identification (Driver's License) and this letter
- a form will be provided by the detachment to be completed
- If further authorization is required from the detachment in order to produce the vulnerable sector check, please contact the Human Resources Department

The RCMP will do one of two record checks:

- **Name-Based Criminal Record Checks**
 - 1 to 2 weeks to receive the completed certificate
- **Certified Criminal Record Checks**
 - finger prints will be taken at local RCMP detachment
 - finger prints will be provided to individual
 - envelope provided to apply to Ottawa for certificate (include finger prints)
 - 6 to 8 weeks to receive the completed certificate

2. **Intervention Record Check**

- provided by Children's Services office
- completed online
- email cs.ircnorthcentral@gov.ab.ca to request a form
- two pieces of identification will be required e.g. Driver's License, Alberta Health Care Card
- record check may take up to 2 weeks

Children's Services Offices (only call for additional support)

Drayton Valley (780) 621-4021

Grande Cache (780) 827-2245

Edson (780) 723-8325

Hinton (780) 865-8321

Jasper - report to Hinton office (780) 865-8321

For more detail information please use the link: [Record Checks](#)