

How do I become a bus driver?

I'm thinking about being a bus driver. What do I need for this?

That's great!!! Here's a list of the requirements needed to be a bus driver:

- Minimum grade 10 education
- Be medically and physically able to perform the duties of a bus driver
- Minimum valid class 5 Saskatchewan Driver's license (not learner's or graduated license)
- Currently possess or able to obtain a driver's license "S" Endorsement for school bus
- Clear criminal record and vulnerable sector check
- Acceptable driver's abstract
- Capable of using technology for e-mail, internet access, typical office software, and GPS
- Must have reliable transportation

I have the requirements, now what?

Your first step is to gather the necessary documents and information you'll need for the application. Some will need to be in digital format (PDF, JPEG, etc.) to upload with your application. Remember to keep your receipts so that we can reimburse you for the expenses involved.

The Driver's Abstract can be obtained from SGI, or going on-line to your MySGI account and downloading it.

For the Criminal Record Check (CRC) and Vulnerable Sector Check (VSC), contact your local RCMP Detachment for their process. (They may want a letter from us indicating the necessity of the VSC. The VSC can be submitted after you have applied.)

Your references should be business or work related. Be sure to include a current phone number and e-mail address for each of them.

Now that you have all the information and it's in digital format, go to [NESD Careers](#) to apply, or click the link below to go directly to the Transportation job postings.

[NESD TRANSPORTATION JOBS](#)

I've submitted my application, what's next?

We'll review your application for completeness and suitability. If all is good, we'll call you to set up training. You'll need to bring banking information with you. While you wait for your training date, it would be a good idea to book an appointment with your doctor for a Commercial Medical (they will forward it directly to SGI). You don't need to do this if SGI already has a Commercial Medical for you on file. You should also review the SGI Drivers handbook and Professional Drivers Handbook (school bus section).

What's involved in the training?

Part one training is to get you ready for SGI School Bus Testing (more on that later). It starts with the paperwork that the school division needs. We'll cover some of the legislation that applies to busing

including the School Bus Operating Regulations. We'll move out to a bus to go over the driver's inspection or circle check, driver controls, and finally a little driving.

You're now ready to book your exams with SGI*. The testing includes:

- Written Exam
 - Basic drivers test,
 - Vision,
 - Signs, and
 - School bus.
- Road Test
 - Driver's inspection (circle check), and
 - Practical driving exam

* SGI will need your Commercial Medical on file BEFORE you can book tests.

As soon as you have passed the written exams, book the road test. For the road test, you will need a bus. We will provide a bus for you to practice with a few days beforehand and for the testing.

What happens now that I have my "S" Endorsement?

Now that you have passed both tests, call us. We'll set up part two of your training.

When you come in for part two of the training, bring your receipts for the Commercial Medical, driver's abstract, CRC, VSC and testing for reimbursement. We will also need a copy of your license with the "S" Endorsement on it.

During part two training, we'll go over some of the school division policies and procedures, as well as route maps and directions, and field trips. At this point we can start booking route familiarization for you on some of the routes in your area.

Your training is now complete; welcome to the team!!!

Remember to check your e-mail. Human Resources will be sending a hiring package that needs to be completed.