Transportation Department Turtleford Office Box 280 Turtleford, SK S0M 2Y0 306-845-2150



Amanda Gerow Supervisor of Transportation Gini Calvert Transportation Officer

## Dear Interested Driver,

Thank you for your interest in driving a school bus for the Northwest School Division. To apply to be a bus driver please go to:

- Northwest School Division Website www.nwsd.ca.
- Click on Careers at the top of the page.
- Click on the blue Apply Now! box.

This will bring you to the Frontline Education online application process. On the left-hand side of the screen will be a Vacancies menu:

- Select Transportation from Categories.
- Click on the red apply button beside Substitute Bus Drivers- All locations. (All drivers must apply as a spare driver, notify the officer if you have an S endorsement and are interested in a posted regular route).

This will open another screen. On the right-hand side, you will see a Start option. Click on Start and complete the application.

The documents we require for employment are the following:

- AppliTrack resume with 3 References
- 5-year Driver Abstract (my SGI instructions will be sent once we receive your online application)
- Copy of Driver's License
- Original copy of Criminal Record Check Original must be received at a division office.

Please note that we cannot proceed with training until on-line application and documents are received. Once we receive the application and documents listed above we will contact you to proceed with the next steps.

Reimbursement for the cost associated with obtaining your S endorsement will be provided once the hire process is complete. If you have any questions about this process, require assistance with any of the steps mentioned above or have other questions about working with the Northwest School Division, please contact the Turtleford Office (306) 845-2150.

I look forward to working with you in the future.

Gini Calvert
Transportation Officer

Northwest School Division #203