



**Fort Vermilion
School Division**

Bus Driver Application Form

**Email to hr@fvsd.ab.ca or drop off to the
Essential Services Building located at
9705 B, 99th Street, La Crete.**

- New Spare Bus Driver**
- **Please submit the application forms along with your record check(s).** Once your application is approved, you will be called directly for work as needed.
- Previous Bus Driver (Spare or Permanent) or other employee**
- If you have not worked since January 1, of the current year or your record checks are over 5 years old you are no longer approved as a FVSD Casual employee. **Please submit this application along with new record check(s).** Once your application is approved, you will be called directly for work as needed.

PERSONAL INFORMATION	
Full Name:	Phone Number:
Mailing Address:	Birthdate:
Street Address or Legal Land Location:	Email Address:
	Social Insurance Number:
Driver's Licence Number:	Class of Licence:
Position you are applying for: <input type="checkbox"/> Spare/Casual <input type="checkbox"/> Full-time	
Location(s): <input type="checkbox"/> Blue Hills <input type="checkbox"/> Buffalo Head Prairie <input type="checkbox"/> La Crete <input type="checkbox"/> Blumenort <input type="checkbox"/> Fort Vermilion <input type="checkbox"/> Rocky Lane <input type="checkbox"/> High Level <input type="checkbox"/> Rainbow Lake	

EDUCATION	
High School Education	School Attended & last Grade Completed
Current Certificates Please attach	<input type="checkbox"/> Air Brakes <input type="checkbox"/> S-Endorsement <input type="checkbox"/> Class 2 MELT <input type="checkbox"/> First Aid <input type="checkbox"/> Defensive Driving <input type="checkbox"/> Class 2-S MELT

EMPLOYMENT HISTORY	
Name of Employer	Dates Employed
Supervisor Name & Phone Number if you will allow us to contact them.	Job Title & Duties
Name of Employer	Dates Employed
Supervisor Name & Phone Number if you will allow us to contact them.	Job Title & Duties

<p>Police Vulnerable Sector Check (VSC):</p> <ul style="list-style-type: none"> A clean VSC is REQUIRED and must be on file before you will be approved for work. <p><input type="checkbox"/> I have attached my VSC which is dated within the last 6 months.</p> <p><input type="checkbox"/> I have applied for my VSC and will submit it as soon as possible.</p>

<p>Alberta Children's Services Intervention Record Check (IRC):</p> <ul style="list-style-type: none"> A clean IRC (if you have/had children) must be on file before you will be approved for work. <p><input type="checkbox"/> This is not applicable to me as I do not have children and have never had children in my care.</p> <p><input type="checkbox"/> I have attached my IRC which is dated within the last 6 months.</p> <p><input type="checkbox"/> I have applied for my IRC and will submit it as soon as possible.</p>
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REFERENCES	
Name and Relationship to you	Phone Number
Name and Relationship to you	Phone Number

I certify that the information in the above application is true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

Date completed	Signature
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Vulnerable Sector Check

A clean **Police Vulnerable Sector Check (VSC)** dated within 6 months IS REQUIRED as a condition of employment and must be submitted to **FVSD Human Resources** prior to your first day of work.

How to Apply:

LOCAL Residents:

- The VSC is available IN PERSON (Monday - Friday) at the Fort Vermilion and High Level RCMP Detachments and at the County Office in La Crete
- **Please apply in person at the Police Detachment in the community you reside in.** You MUST bring 2 pieces of government issued identification, one of which must be photo ID if at all possible. At least one piece of ID MUST have your local address, proving you reside in the same community as the Detachment.

Other Alberta Residents:

- If you are NOT LOCAL to the FVSD area, please request a Vulnerable Sector Check from your nearest Police Detachment.

Intervention Record Check

As you may be working directly with children, a clean **Alberta Children's Services Intervention Record Check (IRC)** dated within 6 months MAY BE REQUIRED as a condition of employment. If the IRC is required of you, it must be submitted to **FVSD Human Resources** prior to your first day of work.

Please read the following to determine if you are required to obtain an IRC.

Alberta Residents: How to Apply

Current/Former Alberta Resident WITH Children, IRC REQUIRED

If you LIVE IN ALBERTA now or have in the past and HAVE CHILDREN in your care now or have in the past including biological, step, and foster children then an IRC IS REQUIRED.

HOW TO APPLY:

- Complete the **Children's Services Intervention Record Check (IRC) Request** form and email to CS-IRC request@gov.ab.ca
- **Current/Former Alberta Resident WITHOUT Children, IRC NOT REQUIRED**
- If you LIVE IN ALBERTA now or have in the past and DO NOT have children in your care now or in the past including biological, step, and foster children then an IRC is NOT REQUIRED.



Payroll Direct Deposit Form

Complete this form or submit a bank form.

Employee Name: _____

Name of Bank: _____

Institution/Bank No. (3 digits): _____

Transit No. (5 digits): _____

Account No.: _____

Employee's signature: _____

Date: _____

How to find your banking information on a cheque:



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

- Name, Address, Date of Birth, List of violations, 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: [X] 3 Year, [X] 5 Year, [X] 10 Year Driver Abstract (SDA),
[X] 3 Year, [X] 5 Year, [X] 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 Fort Vermilion School Division No. 52 of 9705 - 99 Street, La Crete, Alberta T0H 2H0
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.

[X] 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.

Signature Date

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

I / We, Fort Vermilion School Division No. 52 of 9705 - 99 Street, La Crete, Alberta T0H 2H0
Name of Employer or Lawyer Address

request the driver's abstract, as mentioned above, to be faxed to 780-928-3232
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.

Signature of Employer or Lawyer Date

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).

FVSD Guidelines for All Technology Uses for Staff

Introduction

FVSD supports the use of technology resources by staff and students for educational purposes as well as administrative operations. This includes, but is not limited to, Internet access, e-mail accounts, installed software, personal file storage areas, personally owned digital devices and all hardware attached to the network.

Principles of Use

- ✓ All network resources are intended for educational use and administrative operations.
- ✓ As the owner of all network resources, FVSD has the right to monitor their use.
- ✓ Network resources must not be used for purposes that are illegal, unethical or immoral on divisional, personally owned or other digital devices.
- ✓ The use of Information Technology resources is subject to all guidelines and practices of both the division and individual schools/sites related to technology, property or conduct. In particular, staff members are expected to abide by the regulations and concepts of the **Information Technology Protocols contained in the FVSD Administrators' Handbook**.
- ✓ The use of personal devices while working is subject to guidelines outlined in the **Information Technology Protocols specifically staff are prohibited from using personal technology devices unless approved by the Principal for instructional purposes**.

Conditions of Use

- ✓ Staff are expected to use network resources to further the mission of FVSD. Personal use of the network is permitted provided this use does not interfere with the user's work performance, interfere with any other user's performance, have undue impact on the operation of the network or violate any policy, guideline or standard of FVSD.
- ✓ Teachers will review and ensure their students understand the FVSD Information Technology Protocols annually. Particular emphasis will be placed on reviewing the FVSD Guidelines for All Technology Uses for Students and the FVSD Student Internet Use Guidelines with students annually and as needed throughout the year.
- ✓ Teachers will address digital citizenship as it applies to their students. Particular emphasis will be placed on cyber bullying and its impact on individuals.
- ✓ Staff will not publish on the Internet or in publicly viewed files personal information about other staff or students without the appropriate permission. Any such publishing must meet the Freedom of Information and Protection of Privacy guidelines established by FVSD.
- ✓ Staff will not publish on the Internet or in publicly viewed files inappropriate or offensive information.
- ✓ Staff who discover material on the network that they believe to be inappropriate are expected to advise their school/department administrator or the Information Technology Manager.

- ✓ Staff will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Staff will not use another person's files, output or user name.
- ✓ Staff are responsible for the security of access (login and password) to their network resources. In particular, it is expected that staff will not share their password with others nor will they maintain an unsupervised login that compromises network security. **Staff are responsible for problems caused by use of their login by other individuals.**
- ✓ Staff will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal program/data files.

Consequence

- ✓ Consequences of inappropriate use of information technology and network resources could include loss of network privileges, suspension, financial liability for damages, and/or disciplinary or legal action up to termination of employment.

FVSD Staff Technology User Agreement

As a staff user of the Fort Vermilion School Division Information Technology Network, I have read and hereby agree to comply with the FVSD Guidelines for All Technology Uses for Staff. I understand that if I do not adhere to these Guidelines, I may be subject to disciplinary action which could include loss of network privileges, suspension, financial liability for damages, and/or disciplinary or legal action up to termination of employment.

Staff Name (Please Print): _____

Staff Signature: _____

Date: _____