

## Administrative Procedure 9110

### ***Spare Bus Driver Incentive Fee***

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**Board Governance Policy Cross Reference:** [1, 12, 14, 16](#)

**Administrative Procedures Cross Reference:**

[Bus Driver Requirements](#)

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[Manitoba School Bus Driver's Handbook](#)

[MPI Driver's Handbook](#)

[Professional Driver's Manual](#)

[The Drivers and Vehicles Act](#)

[The Public Schools Act \(School Buses Regulation \(465/88R\)\)](#)

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The Interlake School Division (ISD) is committed to providing safe transportation for students. To operate a school bus for the Division, individuals are required to meet all training and testing requirements of the ISD, Manitoba Public Insurance (MPI) and Manitoba Education.

1. Existing employees who meet the following requirements and who are ready and able, when required, to drive a school bus with children present will be reimbursed the flat fee of \$300.00 (receipts not required):
  - a) completed 24-hour School Bus Driver's Course to the satisfaction of the instructor;
  - b) attained all levels of licensing required by Manitoba Driver Licensing, the Manitoba Highway Traffic Act, Manitoba Public Insurance (MPI), and Manitoba Education;
  - c) attained a clear Child Abuse Registry check and a Criminal Record/Vulnerable Sector check;
  - d) completed all required Interlake School Division employment forms;
  - e) successfully completed the interview process; and
  - f) completed three (3) paid training bus runs with a regular driver supervising.

2. New Spare Bus Drivers will be reimbursed the flat fee of \$300.00 (no receipts required) when they have attained the above-listed requirements and have completed ten (10) paid trips with the Division.