



# AOPFN EMPLOYMENT OPPORTUNITY

## Driver, Specialized Transportation

**Department: Education**

**Supervisor: Pam Scheel, Program Coordinator**

**Fixed Term Contract, April 20, 2026 to June 30, 2027**

**\$21.01 - \$23.19 hrly/ based on experience/ 20 - 25 hrs. /wk**

**Deadline to Apply: Friday, April 3, 2026 at 4:00PM**

The Driver, Specialized Transportation is responsible for operating a vehicle and conduct safety inspections to safely transport approved students residing in Pikwakanagan to and from designated local area educational institutions; will monitor the transportation of students and provide support to students while riding, loading, and unloading the vehicle to ensure the safety of all passengers.

### **DUTIES AND RESPONSIBILITIES:**

- Safely transport students with or without diverse needs, following designated routes and schedules, and respond to changes (e.g., community programming) as approved.
- Collaborate with student support personnel to develop and implement seating plans and adhere to the School Bus Safety & Behaviour Expectations.
- Review student information, communicate bus cancellations and assist with routing as approved, and manage assistive devices in the absence of a student support person (including storage, charging, and accessibility).
- Apply trauma-informed care principles, prioritize safety and well-being, and consider individual student circumstances (culture, family life, disabilities) in transportation planning and interactions.
- Maintain positive relationships with students and families; model a safe, respectful environment and document incidents promptly when required.

**For full Job Description please email [hr@pikwakanagan.ca](mailto:hr@pikwakanagan.ca)**

### **REQUIREMENTS:**

- Valid Ontario Class "G" Driver's License.
- Must be a minimum of 25 years or older for Insurance and Liability purposes.
- Experience driving passengers, preferably school aged children, an asset.
- Training/Certificates related to diverse needs, an asset.
- Willingness to obtain a Class B Ontario Driver's License, an asset.

### **CONDITIONS OF EMPLOYMENT:**

- Maintain valid Class "G" Ontario Driver's License.
- Current and acceptable Driver's Abstract.
- Current acceptable Vulnerable Sector Check.
- Valid CPR/First Aid & AED Certification.

## How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

### Submit to:

Human Resources Department  
Algonquins of Pikwakanagan First Nation  
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

### Subject Line: Driver, Specialized Transportation

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

**Application Procedure:** Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

**Screening Procedure:** Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

**Interviews:** Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

## What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
  - (Permanent EE only)
- Starting at 10 Paid Sick Days
- 4% Vacation
- Holiday Shutdown
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
  - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.