



AOPFN EMPLOYMENT OPPORTUNITY

Transportation Monitor

Department: Education Services

Supervisor: Manager, Education Services

\$20.40 - \$22.52 hourly/ based on experience/ education

3-4 hours/ day - 15-20 hours/ week

October, 2026 - June, 2027 - Possibility of Extension

Deadline to Apply: Friday, October 9th, 2026 at 4:00 PM

The Transportation Monitor is responsible for monitoring the transportation of students and providing support to students while riding, loading, and unloading any designated education transportation service vehicle, including buses, vans, and other approved vehicles to ensure the safety of all passengers. The Transportation Monitor supports a safe and distraction-free environment, allowing the driver to focus on the safe operation of the vehicle and may be assigned to any designated transportation service based on student and operational needs.

DUTIES AND RESPONSIBILITIES:

1. Service Delivery

- Performs transportation monitoring duties on any designated education transportation service or approved vehicle as operational requirements dictate and may be reassigned to different routes, vehicles, or transportation services to meet student needs.
- Complies with and implements the "Guide for School Bus Safety & Behaviour Expectations."
- Reviews and understands the assigned transportation route(s), times, pick up/drop off locations and riders at each stop as well as changes designed to accommodate community programming.
- Will assist with routing and practice runs, as approved.
- Reviews Student Transportation Registration Forms and becomes knowledgeable of the student rider's information.

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Secondary School Diploma or equivalent, combined with a minimum of one (1) year of experience providing direct care and supervision to children and youth under 18 years of age.
- Training, education, or experience supporting children and youth with diverse needs, including developmental, physical, behavioural, medical, or accessibility needs, is considered an asset.

CONDITIONS OF EMPLOYMENT

- Current acceptable Vulnerable Sector Check.
- Valid CPR/First Aid & AED Certification.
- Able to travel and have access to a dependable vehicle.
- Able to lift up to 40lbs.

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: Transportation Monitor

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)
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
 - (Conditions Apply)
- 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.