



AOPFN EMPLOYMENT OPPORTUNITY

Driver – Specialized Transportation

Department: Education

Supervisor: Manager, Education

\$23.08 - \$25.47 hourly/ based on experience - 15 hrs./week - 3 hrs./ day

Fixed Term Contract, Feb 2026 - June 2026

Possibility of Extension and a recall date of Sept 2026

Deadline to Apply: Friday, February 06, 2026 at 4:00PM

The Driver is responsible for operating a 15-passenger vehicle 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.

The Driver will be responsible for conducting daily vehicle safety inspections, recording, and reporting all issues and obeying all traffic laws.

DUTIES AND RESPONSIBILITIES:

1. Service Delivery

- Operates a 15-passenger vehicle.
- Transports individuals with disabilities, requiring specialized training and equipment.
- Safe transport of approved students to and from designated local area educational institutions.
- Reviews and understands the route(s), times, pick up/drop off locations and riders at each stop as well as changes designed to accommodate community programming; adheres to the route(s).
- Will assist with routing and practice runs, as approved.
- Develops and implements a seating plan in collaboration with the student support personnel

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Secondary School Diploma with a minimum of two years experience driving passengers, preferably school aged.
- A valid class "G" Ontario Driver's License with a minimum of four years driving experience.
- Training/ Certificates related to special needs, an asset.

CONDITIONS OF EMPLOYMENT:

- Willingness to Obtain a valid Class "E" 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)
- 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.