

**ADMINISTRATION OFFICE
DEPARTMENTS:**

Administration, Finance,
Capital Projects, Public Works,
Ontario Works,
Education,
Economic Development,
Lands, Membership



ADMINISTRATION OFFICE:

2 Village Road
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SHAWANAGA FIRST NATION **EMPLOYMENT OPPORTUNITY**

Position Title: Transit Bus Driver

Type: 1 Part-Time

Start Date: As soon as possible

Salary: TBD

Reports To: Economic Development Officer

Location: Shawanaga First Nation

Position Summary:

Shawanaga First Nation is seeking a reliable, motivated, and detail-oriented individual to provide driving assistance for our newly developed transit bus route. The drivers will be responsible for maintaining a high standard of driving and assisting from Shawanaga First Nation to Parry Sound, two (2) to four (4) times daily, Monday to Friday and including weekends.

Responsible for transporting Shawanaga First Nation members from one place to another for work, errands, school and/or other reasons. The driver will acquire set fares from passengers from non-members visiting Shawanaga First Nation, issue receipts if needed, announce routes and ensure passengers board and vacate safely.

Key Responsibilities:

General Duties:

- Transport people from one place to another on the transit bus.
- Drive regular routes on a schedule.
- Announce next destinations.
- Transport passengers on scheduled charter trips (once a month out of town destinations – Orillia, Barrie, Newmarket, Vaughan, Sudbury, etc.)
- Ability to drive safely and efficiently through heavy/standard traffic and obey ON traffic laws.
- Acquire set fares from non-members visiting Shawanaga First Nation.
- Answer questions about schedules, routes and transfer points.
- Report accidents and any traffic disruptions to a central dispatcher and follow directions when using alternate route.
- Vehicle maintenance - circle check, report any maintenance issues, equipment malfunctions or observed damages.
- Maintain detailed and accurate cleaning and travel logbooks.
- Ensure passenger safety during boarding, vacating, and travel, including assisting passengers with disabilities and/or with mobility devices.

- Working/driving in various weather conditions.
- Other duties as assigned.

Qualifications and Skills:

- High School Diploma or equivalent required.
- Must possess a Valid G ON Driver's License and a clean driver's abstract.
- Reliable transportation to and from work is required.
- Ability to work independently and follow a structured schedule.
- Physically fit and capable of performing repetitive tasks such as bending, lifting, standing, sitting for extended periods of time.
- Strong attention to detail and time management skills.
- Strong communication skills and professional conduct when interacting with community members and staff.
- Ability to maintain confidentiality and demonstrate cultural sensitivity at all times.
- First Aid/CPR certification.

Core Competencies:

- **Accountability** – Takes ownership of responsibilities and follows through on commitments.
- **Adaptability** – Flexible and open to change in dynamic work environment.
- **Planning and Organizing** – Addresses issues proactively and identifies practical solutions.
- **Service Orientation** – Committed to providing high-quality and respectful service.
- **Kindness** – Treats all clients, colleagues and community members with compassion and respect.

Preference may be given to Indigenous candidates with relevant on-reserve employment experience and/or those with knowledge and understanding of Shawanaga First Nation history and community.

Successful candidates must be able to provide and maintain a clean Criminal Record Check.

Only those applicants selected for an interview will be contacted. Please submit a resume with a cover letter and three (3) work related references via in person, email or fax to;

Monica Verma
Human Resource Coordinator
Shawanaga First Nation
2 Village Rd, Nobel, ON P0G 1G0
Tel: (705)366-2526 * Fax: (705)366-2740 * Cell: (705)346-0321
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