



Bussing Supervisor

Department: Education – Nipissing Bus Lines
Posting Date: February 3, 2023
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Full-time, Permanent
Vacancies: 1
Reports To: Director of Education

The Bussing Supervisor oversees and implements the Bussing Program and ensures the bus line aligns with the Ministry of Transportation standards for the transportation of students. The Bussing Supervisor is the contact point for schools and parents relating to the vehicle, safety, and reporting of incidents (mechanical or human) to the Director. The Bussing Supervisor must create, maintain, and update records (student's profiles, routes, bus driver, mechanical, incident, and budget tracking) in their daily work. They are responsible for communication and client services within and with the broader community. They work with other departments, maintain services to our students within our school geographical caption area, and partner with provincial school boards.

What you'll do in the role

- Create routes, and ensure students have a means of transportation to and from the school based on their home and registered school
- Ensure busses arrive on time within a 15min window (total) so each student can be at school before the first bell
- Re-route when a bus is off for maintenance or if a driver is sick to ensure that all schedules are maintained
- Communicate to the community, schools and boards about bus cancellations or route variations due to specific situations (incident, mechanical, weather, driver etc.)
- Schedule Bus drivers to their runs and their license classification
- File and document all maintenance on fleet vehicles
- Keep an up-to-date information of registered students each year and maintain highest confidentiality standard
- Monitor the age of the fleet and notify the DoE of issues regarding the age of vehicles
- Follow up incident reports and maintain case notes
- Maintain work hours for payroll and cross-references reported times with data GPS information to ensure accuracy
- Submit Payroll information for all bus drivers' regular routes and charters
- Communicate daily with drivers while transporting students to and from school and inform them of route changes
- Report to the Director of education to ensure that all equipment, vehicles, and personnel when there is a need for a change or capital expenditure, breaches in contract and employment standards or when incidents warrant disciplinary action
- Performs such other duties as may reasonably be required by the Director of Education



Employment Opportunity

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- Graduation from a program in secretarial/office administration; secretarial and clerical skills at a high level; good knowledge of office practices
- Working knowledge of the legislation, policies and procedures that impact First Nation Education programs and services
- High level organization, written and verbal communication skills.
- Display initiative and strong interpersonal skills.
- High level computer and work processing skills
- Good public relations, including an appreciation of the need for confidentiality, tact, and discretion.

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing February 17, 2023 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

Closing February 24, 2023 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

Closing March 3, 2023 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions. Work experience and training opportunities are taken into consideration when screening applications.



Employment Opportunity

Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.