



Employment Opportunity

Bus Driver

Department: Education

Posting Date: September 5, 2025

Location: Nipissing First Nation, ON

Schedule: Part Time/ 12 Hours/Week

Job type: Contract

New or Existing: Existing

Vacancies: 1

Reports To: Bussing Supervisor

Salary Range: \$41,587.00 - \$54,873.00

Nipissing First Nation (NFN) is seeking a reliable and safe individual to join our team as a Bus Driver. This candidate will provide safe transportation to our children and youth of Nipissing First Nation.

What You'll Do in the Role

- Uphold confidentiality and maintain professional boundaries at all times
- Represent NFN positively in the workplace and community
- Drive safely at all times in accordance with Highway Traffic Act and related legislation
- Adhere to the transportation policies and procedures set out by Nipissing Bus Lines.
- Use and adhere to route information and run copy as provided by Nipissing Bus
- Lines and not provide transportation for unauthorized riders to and/or from unauthorized stops.
- Contact Dispatch immediately to report any unauthorized riders.
- Contact dispatch if road, traffic and/or weather conditions are going to cause a delay of 10 minutes or more.
- Contact Dispatch immediately in the event of an emergency, serious injury or incident.
- Performs such other duties as may reasonably be required by the Director of Education or Bussing Coordinator.
- Complete reports as requested in a timely manner. These will generally include student conduct reports and vehicle incident reports.
- Not accept a request from a parent/guardian/school with respect to custom or special transportation arrangements. Advise the person making the request that it is not in keeping with the transportation policies and will not be done. Refer them to the Nipissing Bus Lines Office.



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- Maintain a class of license appropriate to the vehicle operated in good standing and advise the employer immediately of any changes to the status of the license and always carry it on their person.
- Respect the diversity of students served in keeping with the Ontario Human Rights Code.

Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

Vacation Time:

Enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

What You Bring to the Table

- Must have 1 year experience
- Class B driver License is preferred
- Excellent driving skills with a clean record.
- Knowledge of safety regulations.
- Working knowledge of the legislation, policies and procedures that impact Nipissing Bus Lines.
- Strong verbal communication skills.
- Strong problem-solving skills.
- Responsibility and punctuality
- Ability to manage time and prioritize tasks effectively
- Strong communication and interpersonal skills
- Ability to maintain confidentiality and separate work from personal life in a close-knit community
- Cultural awareness and respect for Indigenous traditions and values



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Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

Round 1 – Closing September 19, 2025,

Only open to registered Nipissing First Nation members.

(Round 1 applicants will be considered at this stage.)

Round 2 – Closing September 26, 2025,

Only open to spouses and children of registered NFN members and registered members of other First Nations.

(Round 2 applicants will be considered at this stage.)

Round 3 – Closing October 3, 2025,

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

 resumes@nfn.ca

 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

Are You a Member of NFN?

Nipissing First Nation is deeply committed to the training, development, and employment of our members. ***We strongly encourage NFN members to apply,*** even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, **preference will be given to First Nation applicants.**

***Miigwech to all applicants for your interest.
Only those selected for an interview will be contacted.***