



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Transportation Planner

Location: Sarnia, ON

Duration: Permanent

Posting Closes/Deadline: April 23rd, 2026

Tentative Interview Dates: April 28th-30th, 2026

Position Summary

The Transportation Planner is responsible for overseeing educational vehicles to ensure seamless transportation services. They will ensure safe, efficient and economical transportation of learners to all destinations. Reports daily to Education Executive Administrator.

Responsibilities

Primary Service Responsibilities:

- Oversee learner registration for transportation purposes
- Establish regular bus lists to include routes, schedules and stops.
- Take bookings/charter requests for learner transportation activities, department heads and other groups.
- Keep up to date logbooks/records
- Schedule drivers for vehicles to meet educational needs
- Utilize the transportation app used by Aamjiwnaang
- Monitor and implement the vehicle GPS & security system
- Organize recruitment and professional development for drivers
- On-call for inclement weather reporting and notifying driver's and post community notices
- Work hours will vary to meet transportation needs

Health, Safety & Compliance:

- Ensure workplace health and safety:
 - Identify and report potential risk(s) and accidents
 - Ensure that drivers utilize the transportation app on a regular basis
 - Participate in training and corrective measures
 - Adhere to policies of Aamjiwnaang First Nation

Other:

Other duties as assigned.

Knowledge, Skills, and Abilities

- Working knowledge in departmental area of discipline
- Able to support the vision, purpose, and values of AFN
- Sensitivity and respect for Indigenous issues
- Able to work independently and to perform well with minimal supervision
- Able to communicate effectively using oral, written, visual and non-verbal communication skills
- Able to learn quickly and adapt to priorities
- Organized with a critical eye for detail
- Able to work collaboratively
- Proficient in associated software, programs, etc.

Minimum Requirements

- Certificate / diploma in administration or equivalent area of study/experience
- Minimum of 1 year of experience in administrative support services or public transportation services
- Experience (work or lived) in First Nations, understanding the needs, challenges, and political environment is an asset
- A valid driver's license and access to a vehicle

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985,c. H-6, s16 (1-3)).

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

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5
Attention: Ashley Fisher, Human Resources Officer
Or
humanresource@aamjiwnaang.ca
Or
519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca