

JOB VACANCY POSTING

POSTING #: 005-20 **ISSUE DATE:** January 3, 2020
TITLE: **BUS DRIVER (Part-Time)** **CLOSING DATE:** June 30, 2020
LOCATION: Department of Children and Families (DCF)
Office of Education
Various locations throughout the State
POSITIONS: MULTIPLE POSITIONS **RANGE:** O-09
DISTRIBUTION: STATE WIDE **SALARY:** \$19.75/hour

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

NOTE: DCF has an immediate need for qualified individuals to fill current part time Bus Driver positions located throughout the State of New Jersey. Please indicate in your cover letter the county or counties of interest.

NOTE: Please also indicate on your resume if you possess a valid New Jersey CDL with P & S Endorsements. Failure to do so will result in disqualification for this position.

DEFINITION: Under direction of a supervisor in the Department of Children and Families, operates a light duty passenger bus; carries out pickup and/or delivery of passenger assignments; does related work as required.

This position operates a small (S2) school bus and/or passenger van to transport students to and from school.

This position offers paid:

- Vacation Days
- Sick Days
- Personal Days
- Holidays
- Retirement Plan

REQUIREMENTS

EXPERIENCE: One (1) year of experience as a licensed operator of a motor vehicle.

NOTE: Ability to physically lift, move, and position clients as needed.

LICENSE: Appointees will be required to possess a valid New Jersey Commercial Driver's License (CDL) with Passenger and School Bus (P & S) Endorsements issued by the New Jersey Motor Vehicle Commission.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only along with other supporting documents. Failure to do so may result in your ineligibility.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

VETERANS PREFERENCE: Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <http://www.state.nj.us/csc/seekers/veterans>.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter indicating **county of interest**, resume, and **include a copy of a valid New Jersey CDL with P & S endorsements in Microsoft Word or Adobe PDF format** electronically to:

Job.Posting@dcf.nj.gov

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically applicants may forward a cover letter indicating **county of interest**, resume and **include a copy of a valid New Jersey CDL with P & S endorsements** (including Job Posting #) to:

Stacy Weatherbee, Personnel Coordinator
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717