

### JOB VACANCY POSTING

<b>POSTING #:</b>	143-21	<b>ISSUE DATE:</b>	July 1, 2021
<b>TITLE:</b>	<b>BUS DRIVER (Part-Time)</b>	<b>CLOSING DATE:</b>	December 31, 2021
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Education		
<b>POSITIONS:</b>	MULTIPLE	<b>RANGE:</b>	<b>O09</b>
<b>DISTRIBUTION:</b>	STATE WIDE	<b>SALARY:</b>	<b>\$20.22/hour</b>

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

**NOTE:** Positions located throughout various counties in New Jersey. Please complete the area of interest form found at [https://www.nj.gov/dcf/documents/about/employment/AREA\\_OF\\_INTEREST.pdf](https://www.nj.gov/dcf/documents/about/employment/AREA_OF_INTEREST.pdf) and submit it along with your resume and cover letter. Failure to do so may delay processing of your resume.

**NOTE:** Please provide a copy of your valid New Jersey CDL with P & S endorsements and also indicate on your resume that 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. Failure to do so may result in your ineligibility.

**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>.

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

#### 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, area of interest form, resume and **include a copy of a valid New Jersey CDL with P & S endorsements in PDF format**, saving all PDFs by your **Last Name, First Name** to:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

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