

EMPLOYEE NOTICE
JOB POSTING & JOB DESCRIPTION
Non Union Position

JOB TITLE: Driver / Transportation (Part-time) (Per Diem) CDL Required
DATE POSTED: May 31, 2017
SALARY: \$8.72 - \$21.23
DEPARTMENT: Police (Transportation)

JOB DESCRIPTION: Part-time per diem position to drive 48 and 16 passenger bus, car and/or handicapped van. This position will be per diem as necessary - there will be no regularly scheduled shift. Flexibility is mandatory. Various driving responsibilities include transporting passengers to and from medical appointments and transporting on assigned established routes.

EXAMPLES OF WORK:

- Must be able to operate chair lift.
- Primary responsibilities include driving and transporting residents to medical appointments but may fill in on any assigned established routes.
- Ensures that the inside of the vehicle is well kept and clean.
- Inform the automotive maintenance shop of needed repairs and/or adjustments.
- Checks vehicle for operating safety.
- Assists passengers into and out of vehicle.
- Maintains discipline of passengers.
- Prepares suitable reports.
- Must do related work as required.

REQUIRED KNOWLEDGE AND ABILITIES:

Ability to:

- read, write, speak and understand English sufficiently to perform the duties of this position;
- analyze problems involving the operation of vehicle;
- understand, remember and carry out oral and written directions;
- learn quickly from explanations and demonstrations;
- drive buses in a skilled and safe manner;
- perform daily safety check of vehicle;
- lift 50 pounds; and
- keep necessary records.

Knowledge of the care, maintenance and competent, safe and efficient operation of vehicle.
CPR certified preferred.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- High School degree or GED.
- CDL Class A or B license (must include Air Brake test) with a passenger endorsement.
- Clean driving record.
- Drug-free testing required.
- Must be alert, courteous and cautious.
- Requires patience and ability to maintain route schedules.
- Previous work with the disabled and senior citizens helpful.
- Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

Must successfully pass a six month probation period. Must successfully pass a thorough criminal history and background check if not already employed within the Township.

Anyone interested in applying for this position from the public must notify the Human Resources Coordinator, Peggy Kelly via email to pkelly@sbtnj.net Applications can also be downloaded at www.sbtnj.net

South Brunswick is an Equal Opportunity Employer.