



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W.
Commissioner

JOB VACANCY POSTING

POSTING #: 163-16 **ISSUE DATE:** October 20, 2016
TITLE: **BUS DRIVER (Part-Time – 70%) INTERIM** **CLOSING DATE:** November 3, 2016
LOCATION: Department of Children and Families (DCF)
Office of Education
DCF Regional School – Atlantic Campus
2562 Tilton Road
Egg Harbor Twp., NJ 08234
POSITIONS: 1 **RANGE:** O-09
DISTRIBUTION: STATE WIDE **SALARY:** \$16.25/hour

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

SPECIAL NOTE: Must be able to operate a small (S2) school bus. Must be able to physically lift and position students as necessary.

SPECIAL NOTE: This is an Interim Appointment (IA) which will expire upon the return of the employee on leave of absence.

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 to transport students to and from school.

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.

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

Jennifer.Dowd@dcf.state.nj.us

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

Alternate Filing:

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

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