



Philip Murphy  
Governor  
Sheila Y. Oliver  
Lt. Governor  
Christine Norbut Beyer, MSW  
Commissioner

**JOB VACANCY POSTING**

<b>POSTING #:</b>	125-18	<b>ISSUE DATE:</b>	August 31, 2018
<b>TITLE:</b>	<b>BUS DRIVER (Part-Time)</b>	<b>CLOSING DATE:</b>	March 1, 2019
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Education Various locations throughout the State		
<b>POSITIONS:</b>	MULTIPLE POSITIONS	<b>RANGE:</b>	<b>O-09</b>
<b>DISTRIBUTION:</b>	STATE WIDE	<b>SALARY:</b>	<b>\$16.91-\$19.51/hour- Commensurate with experience. Subject to change.</b>

**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.

**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 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:

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