



## South River Office On Aging

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POSITION: Part-Time, Back-up Bus Driver

DEPARTMENT: Office on Aging

SALARY: Commensurate with experience, fixed in accordance with the provisions of the ordinances governing the salaries. The acceptance of tips is strictly prohibited, as per Borough policy.

### Summary:

The South River Office on Aging requires a part-time, back-up bus driver, 3-5 days a week/ approximately 4-6 hours per day {through November 30, 2017; after, as needed on scheduled dates or on-call assignments}, to transport borough residents to destinations scheduled by the Office on Aging Director.

### Equipment Used:

Office on Aging buses or other vehicles as required.

Computer (internet); copy machine; fax machine.

### Certifications Required:

Current CDL with Passenger Endorsement

Valid New Jersey Driver's License.

### Source of Authority:

Office on Aging Director

Borough Administrator

### Major Responsibilities:

1. Provide safe, timely and professional transportation to registered members age 60+ of the South River Office on Aging to scheduled destinations
2. Follow all Federal, State and local traffic and safety regulations
3. Complete pre-trip vehicle checklist on a daily basis, prior to picking up passengers
4. Submit required forms for maintenance issues/concerns and necessary repairs
5. Maintain registration, insurance documentation, EZ Passes, keys and fuel for buses
6. Enforce Office on Aging Policies and Procedures
7. Maintain buses by sweeping aisles, cleaning windows and seats and keeping traffic areas free of debris
8. Review trip paperwork on a daily basis
9. Act as "Trip Leader" when appropriate for excursion trips
10. Assist Director and other OOA staff members with duties as assigned

### Required Skills:

1. Pleasant and patient disposition
2. Strong verbal communications skills
3. Ability to enforce rules and regulations
4. Excellent multi-tasking and problem solving abilities
5. Ability to work as part of a team
6. Strong attention to detail

### Dress Code:

Attire must be suitable for the position in order to maintain the professional image of the Office on Aging. Sandals and open-toe shoes are unacceptable; shoes must meet all license and safety regulations.