November 13, 2019

To: All Employees/ All Departments

From: Personnel

Re: Full Time Bus Driver

Applications are now being accepted for the position of:

Bus Driver
Department of Office on Aging

DUTIES
See Attached

QUALIFICATIONS
See Attached

Applications are available at the Borough Administrator’s Office, 48 Washington Street and must be filed no later than 4:00 pm, Friday, November 15, 2019.
POSITION: Full-Time Bus Driver

DEPARTMENT: Office on Aging

SALARY: In accordance with Local 255, United Service Workers Union IUJAT. The acceptance of tips is strictly prohibited, as per Borough policy.

Summary:
The South River Office on Aging requires a full-time bus driver, five days a week, 8 hours per day, with occasional evenings and weekends, 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 62+ 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. Ensure all legal signage and current event flyers are posted in buses and updated as needed
9. Review trip paperwork on a weekly basis and assist with coordination of trips including research, directions, etc.
10. Act as “Trip Leader” when appropriate and available
11. 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:
The Borough of South River provides a clothing allowance for uniform shirts. 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.