



Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

908-766-2510 • www.bernards.org

JOB POSTING

POSTING DATE: 11/22/2021

APPLICATION DEADLINE: Until position is filled

POSITION: Bus Driver		DATE POSITION WILL BECOME AVAILABLE: Immediately	
DEPARTMENT: Parks & Recreation		REPORTS TO: Assistant Director	
POSITION TYPE: Seasonal/Part-Time	HOURS/WEEK: 5-15	SCHEDULE: Monday-Friday	SALARY: \$21.00/HR

PRINCIPAL DUTIES: Under direction of the Recreation Department, provides transportation for residents of Bernards Township, ages 55+, to various supermarkets, malls and other places of interest. Provides aid where & when needed. Work is unsupervised and requires attention to detail.

JOB REQUIREMENTS:

- Must be able to follow a weekly schedule of trips.
- Ability to establish pick up and drop off routes for door-to-door transportation.
- Able to maintain a participants address list and accurate attendance records.
- Must report accidents to the Recreation Department and complete necessary paperwork.
- Have ability to assist seniors with getting in and out of the bus when needed.
- Maintain a full fuel tank.
- Able to report any bus problems directly to DPW Garage and Recreation Department.
- Ability to perform all duties with safety and responsibility in mind.
- Work is performed outdoors and in a recreation bus.
- Ability to create and maintain a friendly rapport with the residents.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Must be able to lift 50 pounds and carry it for 100 feet.
- Must be reliable, trustful, calm, patient, cheerful and upbeat with a professional work ethic.
- Perform other duties as assigned.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS - *Minimum level of education and experience required to perform the job.*

Education: Any education equivalent to graduation from high school.

Licensing &/or Certifications: Valid NJ Driver's License with CDL, class B or A.

Experience: At least one year of experience with a bus route for adults 55+ preferred.

CONTACT: Send **resume and cover** to employment@bernards.org. All resumes will be reviewed and only those applicants chosen to move forward in the hiring process will be contacted.

BERNARDS TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.