



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

JOB POSTING

POSITION:	TRANSPORTATION COORDINATOR/BUS DRIVER
DIVISION:	SENIOR SERVICES
POSTING DATE:	August 7, 2024
CLOSING DATE:	September 2, 2024 @ 5:00 pm
JOB TYPE:	Part-time
REPORTS TO:	Senior Citizen Center Coordinator
UNION AFFILIATION:	None
HOURLY PAY RATE:	\$20.00
WORK SCHEDULE & HOURS:	Approximately 25 hours per week Work Days: Monday, Tuesday, Wednesday and Friday, and as arranged with the Senior Citizen Center Coordinator

The successful candidate will coordinate scheduling and operate a passenger bus providing transportation services to the members of the Bridgewater Township Senior Citizen Center. Examples of job duties include, but are not limited to:

- Coordinate pickup and drop-off locations and bus schedules for the Senior Citizen Center.
- Plan and organize field trip transportation, determining appropriate use of the Township bus, or coordinating a charter bus when needed.
- Operate and maintain bus used for transporting senior citizens to their destination in a safe, reliable and courteous manner.
- Safely transport senior citizens from/to their destination.
- Assist senior citizens with boarding and exiting bus.
- Place and secure all mobility aid devices (i.e., walkers, canes, wheelchairs, etc.) to restraining devices on the vehicle and unsecure and unload all devices at destination.
- Follow all safety instructions.
- Maintain vehicle manifest.

QUALIFICATIONS

1. Must be at least 18 years of age with a High School diploma or Equivalent.
2. Must possess and retain a valid Commercial Driver's License, with a passenger endorsement, issued by the New Jersey Motor Vehicle Commission.
3. Must have knowledge of and obey all traffic safety laws.
4. Ability to read a map and determine appropriate routing to stated destination.
5. Strong customer service skills.
6. Strong verbal communication skills.
7. Must be able to lift and push/pull up to 25 lbs.
8. Current First Aid and CPR certifications preferred.

SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at www.bridgewaternj.gov/employment-opportunities/.

To apply, please submit a fully completed and signed employment application to personnel@bridgewaternj.gov, no later than 5:00 pm on September 2, 2024. Please put "Transportation Coordinator" in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER