



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Tahesha L. Way, Esq.
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #: 122-25 **ISSUE DATE:** March 7, 2025
TITLE: **BUS DRIVER (PART-TIME)** **CLOSING DATE:** April 4, 2025
(CLASSIFIED NON-COMPETITIVE)
LOCATION: Department of Children and Families
Office of Education
DCF Regional School, Ocean Campus
1141 Old Freehold Road
Toms River, NJ 08753
POSITIONS: 1 **RANGE:** O-09
DISTRIBUTION: STATEWIDE **SALARY:** \$24.04/hour

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

NOTE: Please provide a copy of your valid New Jersey CDL with P & S endorsements and also indicate on your resume that 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.

SPECIAL NOTE: Must be able to operate a small (S2) school bus.

NOTE: Ability to physically lift, move, and position students as needed.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT NOTICES

PUBLIC SERVICE LOAN FORGIVENESS: As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF.

VETERANS PREFERENCE: Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <http://www.state.nj.us/csc/seekers/veterans>.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RE-EMPLOYMENT LISTS: Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

UNIT SCOPE: Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope.

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 and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

Include the **Job Posting #** in the subject line of your email.

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.