

Part Time Transport Driver
Hourly Rate \$15.93

**Interested candidates can submit their resume and employment application to
The Township Edison HR Dept., 100 Municipal Blvd., Edison NJ 08817
on or before October 16, 2017.**

Under direction drives a motor vehicle with a passenger capacity of at least six persons for transporting people on assigned established routes or to special activities, events, or various destinations; may also clean, service, and make minor repairs to such vehicles; does other related duties as required.

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Examples of Work:

Drives motor vehicle and transports persons on established routes, on field or athletic trips, sightseeing tours, or to various destinations.

Checks, cleans, and performs minor servicing of vehicles.

Checks vehicles for operating safety and gas/oil/battery/water levels before departure.

Provides assistance to passengers onto and off vehicles.

Maintains discipline among persons.

May assist passengers in loading/unloading baggage/packages from vehicle.

Prepares reports and maintains log of vehicle operation.

Requirements:

Appointee must possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

Knowledge and Abilities:

Knowledge of the care, maintenance, and competent/safe/efficient operation of vehicles including cleaning, lubricating, servicing of batteries, care of tires, and minor repair procedures.

Knowledge of State Motor Vehicle regulations.

Ability to analyze problems involving the operation of vehicles.

Ability to understand, remember, and carry out oral and written directions.

Ability to perform tasks after explanations and/or demonstrations.

Ability to drive vehicles in a skilled/safe manner.

Ability to check, clean, service, and make minor and emergency repairs to vehicles.

Ability to keep records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

IT IS THE POLICY OF THE TOWNSHIP OF EDISON TO PROVIDE EQUAL OPPORTUNITY IN ITS EMPLOYMENT ON THE BASIS OF MERIT AND FITNESS AND WITHOUT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, SEX, POLITICAL AFFILIATIONS, NATIONAL ORIGIN, PHYSICAL OR MENTAL HANDICAP, MARITAL STATUS, AGE OR MILITARY SERVICE.