

Philip D. Murphy, Governor
Tahesha L. Way, Lieutenant Governor
Francis K. O'Connor, Commissioner
Kris Kolluri, President & CEO



VACANCY ANNOUNCEMENT

Job Title: <u>Driving Instructor (Bus, CDL)</u>		
Posting #: 36563	Issue Date: 4/30/2025	Closing Date: 6/30/2025
Location: Newark, NJ		
Salary: To be discussed with recruiter		

Position Summary

Move forward with us! At NJ TRANSIT, you will join us in transforming the third-largest transportation agency in North America. We are committed to delivering safe, reliable service that gets our customers to their destinations on time – and we are looking to hire talented people with a love of learning to make it all possible!

Summary:

Trains all new and current operators on how to operate all NJ TRANSIT buses to ensure safe vehicle operation and reduce accident and liability.

General Description

Roles and Responsibilities:

- Instructs all new and current personnel in the classroom on topics including defensive driving concepts, interacting with the public, i.e., customer service and Americans with Disabilities (ADA), emergency procedures, fare collection and accident grading, as well as, administrative procedures and job related paperwork.
- Qualifies new and current operators on the physical characteristics of all equipment, vehicles, lines and fare collection in statewide garage locations, in addition to all major bus terminals, including Port Authority Bus Terminal.
- Performs observation, undercover and medical rides with new and current Bus operators. Identifies, reports on and recommends the need for improvement or change of operator performance, as needed. Writes up violations, and recommends reinstruction as needed.
- Designs, develops and presents technical and supervisory training programs for NJ TRANSIT employees and outside companies (NJ State Police, Academy Bus Corp., Coach USA, De Camp, etc.).
- Represents NJ TRANSIT effectively when teaching or communicating with the public, students and employees.
- Coordinates with other NJ TRANSIT departments outside agencies as required handling extraordinary events such as natural and man-made disasters (code black), major accidents, Rail disruptions and severe weather conditions. Assists in conducting accident investigations.
- Coordinates with and advises Bus manufacturers on new Bus and equipment designs.

This Position Supervises:

- Bus Operators (during training)
- Agreement employees (during training)

Education, Experience, and Qualifications:

Minimum:

- High School diploma or equivalent
- Five (5) years of bus driving experience with a safe driving record for the past five (5) years.
- Commercial Drivers License with Passenger Endorsement required.

Preferred:

- Former experience as a trainer is desired.
- CDL A license desirable

Knowledge and Skills:

Essential:

- Strong presentation, written and verbal skills required, along with experience presenting information to individuals and groups.
- Must have knowledge of all Bus equipment including Bus Simulators.
- Must be able to apply proper methods of instruction in a classroom environment through good communication and computer-based applications including, PowerPoint, Microsoft Word and Excel.
- Must have a thorough knowledge of NJ TRANSIT, Department of Transportation, Division of Motor Vehicle NJ, NY and PA and Americans with Disability (ADA) rules and regulations.

Certificates, Licenses, Registrations:

- Commercial Drivers License with Passenger Endorsement required.

Working Environment:

- Classroom & Field

Physical Demands

Other Conditions

- A complete driver's history report from the Division of Motor Vehicle Commission must be provided. Must be able to qualify on all NJ TRANSIT Bus Operations vehicles. Part-time Bus Operators who meet the criteria may apply.

At NJ Transit you will enjoy a competitive salary and excellent benefit package:

- Comprehensive Family Health Insurance – Medical, Prescription, Dental, Vision
- Flexible Spending Account
- Life Insurance
- Paid Leave
- Tuition Assistance
- Commuter benefits
- 401(a), 401(b), 401(k) Retirement Plans – up to 9% employer contribution

At NJ TRANSIT, diversity and inclusivity are vital to our success as are committed to hiring individuals from diverse backgrounds, experiences, abilities, and veteran status. As an Equal Opportunity Employer, we encourage all qualified applicants to apply and join our team.

NJ TRANSIT adheres to the NJ First Act. To learn more, click [here](#).

Apply Today!

Only applications submitted through the NJ TRANSIT Career Portal will be reviewed:

[Driving Instructor \(Bus, CDL\)](#)

Contact Information

1. Log in to your [NJ TRANSIT Career Portal](#) to check your application status
2. Check your inbox (and spam/junk folder!) for important information or next steps
3. Email NJTSR@njtransit.com with general questions

Disclaimer: Please note that NJ TRANSIT has not adopted the provisions of Title 11A of the New Jersey Statutes (Civil Service). Thus, the Civil Service Commission will not play a role in or oversee the hiring process for this position.