



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy  
Governor

Tahesha L. Way, Esq.  
Lt. Governor

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Commissioner

## JOB VACANCY POSTING

POSTING #:	101-24	ISSUE DATE:	February 22, 2024
TITLE:	HEAD BUS DRIVER (CLASSIFIED NON-COMPETITIVE)	CLOSING DATE:	March 7, 2024
LOCATION:	Department of Children and Families Office of Education DCF Regional School – Bergen Campus 374 E. Ridgewood Avenue Paramus, NJ 07652		
POSITIONS:	1	RANGE:	R12
DISTRIBUTION:	STATE-WIDE	SALARY:	\$40,361.77 - \$56,412.01

**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.

**SPECIAL NOTE:** Applicants that have applied to job posting #550-23, do not need to apply to this job posting

**DEFINITION:** Under the Regional Coordinator of Transportation, Bureau of Day Training Services, Department of Human Services, functions as the extended line authority of the Regional Coordinator of Transportation to maintain an adequate and appropriate service provided to students and clients of Day Training and Adult Activity Programs on a local basis. Has charge of and supervises the operation, maintenance, scheduling, and reporting of all vehicles assigned to specific locale, and the hiring and supervision of drivers; does related work as required.

### REQUIREMENTS

**EXPERIENCE:** Two (2) years of experience in transportation and/or traffic control work involving the operation, maintenance, and scheduling of buses or other systems of personnel transport.

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

**LICENSE:** Appointees will be required to possess a valid New Jersey Commercial Driver's License (CDL) and passenger endorsement for the class and type of vehicle to be operated, issued by the New Jersey Motor Vehicle Commission.

**RESUME NOTE:** Eligibility determinations will be based upon information presented on the resume only. Failure to do so may result in your ineligibility.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**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](http://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](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

### IMPORTANT NOTICES

**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, resume, and a copy of a valid New Jersey CDL with P & S endorsements as a single PDF document, saving the file by your Last Name, First Name to:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

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