

DRIVER WITH CDL (Tenafly, NJ)

Under the supervision of the Department Supervisor, will operate a bus carrying up to 18 passengers while maintaining safe and on-time transportation throughout Bergen County.

RESPONSIBILITIES

- CDL and clean driving record required.
- Transport seniors and individuals with disabilities to and from locations.
- Comply with all road and safety regulations; report any traffic violations immediately; immediately report all incidents/ accidents to your supervisor.
- Operate wheelchair lift-equipped vehicles in a safe manner and in accordance with traffic regulations.
- Use ramps as required allowing access/egress to the vehicle by disadvantaged (elderly/disabled) or mobility impaired clients.
- Route daily trips in an efficient, effective, and safe manner.
- Inspect vehicle to ensure that it is clean and in operable condition; completes inspection paperwork/checklist; reports the need for service or repair; ensures the vehicle is scheduled for routine maintenance as required.
- Carry out walk-around checks on the bus and complete a pre-inspection report.
- Ensure the cab area of the bus is kept free of clutter at all times.
- Washes the exterior and cleans the interior of the vehicle; fuels the vehicle.
- Knowledge of all laws, rules, and regulations for operating a motor vehicle in the state of New Jersey

CUSTOMER SERVICE/COMMUNICATION SKILLS

- Provide a high standard of customer service: treat clients, colleagues (and anyone else you come in to contact with while representing the organization) in a courteous and professional manner.
- Must be punctual with an emphasis on your attendance.
- Resolves scheduling conflicts with supervisor
- Communicates any client welfare concerns or unusual circumstances to supervisor.
- Represents the Organization with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Position requires independent judgment, patient demeanor, initiative, maturity, awareness, excellent communication skills, and sensitivity to the needs of others.

\$18 - \$20/hr. Part Time or Full-Time hours with benefits. (+ free lunch every day!)

To apply, please contact Helene Schwartz at hschwartz@jccotp.org.

It is the policy of this institution to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, marital status, national origin, age, handicap, veteran status or status within any other protected group.