

Motor Vehicle Operator I, 12 Months (Part-Time Position)
Kean University

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Posted Sep. 12, 2019, set to expire Jan. 12, 2020

Job Title	Motor Vehicle Operator I, 12 Months (Part-Time Position)
Department	Office of Facilities and Campus Planning
Institution	Kean University Union, New Jersey
Date Posted	Sep. 12, 2019
Application Deadline	Open until filled
Position Start Date	Available Immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply By Email	hrjobs@kean.edu

Job Description

Under the direction of Facilities management, the Motor Vehicle Operator I is responsible for providing bus, shuttle bus and/or van transportation services for University students, faculty, staff and visitors on campus, at athletics functions, at special events both on and off state property and to/from other destinations as assigned, always ensuring transportation and passenger safety. In addition to providing transportation, the Motor Vehicle Operator is responsible for observing all federal, state and local regulations regarding the safe and lawful operation of the bus, shuttle bus and/or van and ensures safety for vehicle equipment and operation. The Motor Vehicle Operator maintains a professional demeanor with members of the Kean community and its visitors at all times; performs pickup and/or delivery assignments; attends Department sanctioned training and follows procedures outlined in training sessions; does simple clerical work; and performs additional duties as required. This is a part-time position working twenty (20) hours weekly. Schedule may vary significantly from week to week, with multiple day/overnight trips and weekends required.

Qualifications: Two (2) years of experience in work involving the operation of trucks and/or buses is required. Applicants must possess a valid New Jersey Commercial Driver's License (CDL) Class A or B with Passenger endorsement. Experience driving motor coach buses is preferred. This position

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requires driving for short and extended time periods. Employee must have the ability to sit for long hours, with walking and standing also required.

This is a provisional appointment. The selected candidate must successfully complete an exam administered by the State of New Jersey Civil Service Commission in order to be eligible for a regular appointment.

Application: Please send cover letter and resume to: Office of Human Resources, Recruitment Unit, Kean University, via email to hrjobs@kean.edu. Candidacy review begins immediately and continues until appointment is made. Official transcripts for all degrees are required prior to appointment.

EEO/AA Policy

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Recruitment Unit
Office of Human Resources
Kean University
1000 Morris Avenue
Union, NJ 07083

Contact E-mail hrjobs@kean.edu