

**Motor Vehicle Operator I  
Kean University**

Direct Link: <https://www.AcademicKeys.com/r?job=206137>

Downloaded On: May. 4, 2024 12:23pm

Posted Feb. 23, 2023, set to expire May 6, 2024

<b>Job Title</b>	Motor Vehicle Operator I
<b>Department</b>	
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Feb. 23, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Motor-Vehicle-Operator-I_R1703">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Motor-Vehicle-Operator-I_R1703</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**External Applicant Instructions**

- **Please upload your resume/CV for automatic population of information to your Kean application.**
- **Your contact information, work experience and education will be automatically filled in. Please review all fields - you**

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**will need to verify that the data is accurate.**

- **In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

**Office of Facilities**

Motor Vehicle Operator I, 12 Months

Under the direction of Facilities management, the Motor Vehicle Operator I is responsible for providing coach 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 coach 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. Full-time employees work forty (40) hours weekly. Schedule may vary significantly from week to week, with multiple day/overnight trips and weekends required.

This is not a remote position and requires a physical presence on campus as determined by the Supervisor. It requires working on campus during the COVID-19 pandemic and interacting directly with students following all procedures and protocols set forth in the University's Restart Plan and any procedures/protocols created through additional correspondence.

**Qualifications:** A valid New Jersey Commercial Driver's License (CDL) Class A or B with Passenger

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endorsement and two (2) years of experience in work involving the operation of trucks and/or buses is required. Experience driving motor coach buses and/or driver training in motor coach buses is preferred. This position 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.

Official transcripts for all degrees are required prior to appointment.

**Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.**

## **Additional Information**

**As a condition of employment, external candidates are required to provide proof of COVID-19 vaccination prior to their start date. If you are unable to be vaccinated against COVID-19 for medical or religious reasons, you may submit a request for an exemption. All employees are expected to follow the University's current health and safety protocols for COVID-19**

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**and any procedures/protocols created through additional correspondence.**

**Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.**

**In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).**

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## **Diversity & Non-Discrimination Statement**

**Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.**

## **EEO/AA Statement**

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**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**

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