



**Town of Secaucus  
Job Description**

**JOB TITLE: BUS DRIVER/MEDICAL ESCORT - Part Time**

**EXEMPT (Y/N):** Yes

**SALARY LEVEL:** \$14.50/Hour -Medical Escort  
\$20.95/Hour -Bus Driver

**SHIFT:** As Needed

**DIVISION:** N/A

**LOCATION:** Medical Escort Office

**DEPARTMENT:** Medical Escort

**UNION AFFIL.:** N/A

**SUPERVISOR:** Superintendent of DPW

**SUMMARY:** Under the direction of the Director of Transportation performs the routine work involved in driving along an established route on a prescribed schedule. At times driving assignments may vary including special trips.

**ESSENTIAL JOB FUNCTIONS:** Include the following. Other duties may be assigned.

Drives transportation vehicle to and from established routes and stops or on special trips.

Maintains communication with dispatcher and/or program coordinator when necessary.

Performs daily safety pre-check of vehicle and maintains cleanliness of the vehicle.

Communicates and documents any needed repairs for the proper operation of the vehicle.

Able to react to change productively and handle other essential tasks as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to read, write, speak, understand, and communicate in English.

Appointee must have a valid driver's license issued by the New Jersey Division of Motor Vehicles, including CDL status. Must have passenger (P) endorsement on his/her driver's license and have a driving record free of any major motor vehicle convictions for the last three (3) years.

Knowledge of the care, maintenance and competent, safe, and efficient operation of motor vehicles including minor checks including, but not limited to, servicing oil levels, batteries, and tires.

Ability to analyze problems involved in the operation of buses; to understand, remember and carry out oral and written directions; to learn quickly from explanations and demonstrations; to drive in a skilled and safe manner.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 10 pounds and push wheelchair. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to vibration. The employee works in outside weather conditions and is occasionally exposed to fumes.

The noise level in the work environment is usually loud.

**NOTICE REQUIREMENT:** Applications and/or resumes should be submitted to Human Resources at [itsirogiannis@secaucus.net](mailto:itsirogiannis@secaucus.net).

**The Town of Secaucus is an Equal Opportunity Employer**

**REFERENCE CODE: BUS DRIVER**