

Title of position: Senior Motor Vehicle Operator

Vacancy type: Part Time

Posting Date: 10/9/2025

Closing Date: until filled

Location of Vacancy: Keyport Borough

Salary: up to \$22.00 per hour

The **Borough of Keyport Senior Center** is seeking a responsible and experienced **Part-Time Bus Driver** to transport senior residents safely and courteously. Tuesday-Thursday from 10:00 a.m. to 1:00 p.m.

As a Bus Driver, you'll play a vital role in supporting our community by ensuring safe, timely, and friendly transportation for our seniors. This position requires professionalism, patience, and a commitment to safety and customer service.

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**Key Responsibilities:**

- Operate a bus in a safe and efficient manner.
- Follow assigned routes and schedules.
- Assist passengers with boarding and disembarking as needed.
- Conduct daily pre-trip and post-trip vehicle inspections.
- Maintain a clean and organized vehicle.
- Report mechanical issues or incidents promptly.
- Provide courteous and helpful service to all riders.

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**Qualifications:**

- Valid CDL with passenger endorsement.
- Clean driving record with no major violations.
- Prior experience as a bus driver or in a related role preferred.
- Excellent communication and customer service skills.
- Ability to work flexible hours, including occasional weekends or holidays.
- Familiarity with local traffic laws and area roads

**Benefits:**

- Paid sick time in accordance with the New Jersey Earned Sick Leave Law.
- Opportunity to serve and support the Keyport senior community.

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**To Apply:**

Send your **resume and cover letter** to **[dnellis@keyportonline.com](mailto:dnellis@keyportonline.com)**.

Applications will be accepted until the position is filled.

Keyport is an **Equal Opportunity Employer** and a Civil Service Municipality