



January 12, 2023

Hello!

We are looking for CDL Drivers in our offices located at 260 Old Route 17, Hillburn, NY 10931.

- Operate fixed-route buses for the Transport of Rockland (TOR) and Hudson Link (HL) bus operations.
- Understand route sheets including time changes and notify supervisor immediately of any changes.
- Properly care for the assigned vehicle and its component parts as prescribed by company to minimize wear and to extend its useful life.
- Operate the two-way equipment correctly and according to company policy.
- Inspect each vehicle before and after each trip using correct procedures and complete all necessary forms and reports.
- Operate the vehicle and stop to allow passengers to board and disembark using safe and responsible procedures.
- Operate adaptive transportation lift to board and discharge challenged passengers using safe and responsible procedures.
- Maintain a presentable appearance which includes being properly dressed according to company standards, neat grooming, and good hygiene.
- Maintain a cooperative attitude with fellow employees, supervisors, passengers, always promoting company goodwill.
- Control emergency situations in proper manner.
- Control vehicle keys, pre-trip and post-trip forms while in possession, and turn in to dispatch as required by your supervisor.
- Successfully complete driving skills evaluation.
- Attend all required in-service training, company required safety meeting and training, and any other required meetings.
- Must be able to comply with all contractual obligations as well as all local, state and federal laws and regulations pertaining to the operation of the vehicle.
- Immediately reports every accident, no matter how insignificant the accident may appear.
- Accurately maintain proper shift documentation reports, and records.
- Follow the correct end-of-shift procedures.
- Willingness to work in a union environment.
- Perform other duties as required.

The requirements for the position are as follows:

Education and Experience:

- High school diploma or equivalent required.
- 3-year relevant experience preferred or any equivalent combination of education and job experience that demonstrates the ability to successfully do the job.
- Must be a minimum of 21 years of age.
- Must exhibit proficiency in the English language.
- Must be able to work flexible hours.
- Must be hospitable, guest/customer service oriented, and be willing to serve the needs of passengers.



- Must provide a complete and verifiable employment history. Employment history must be verified with all employers listed on the application and must include the past 10 years of employment, when applicable.

Licensing and Certification:

- Must have maintained a valid drivers' license for 3 years.
- Must have a clean Motor Vehicle Record (Abstract).

Pre-Employment Physical

- Must undergo a pre-employment drug test and physical by a company appointed physician/facility and receive clearance.
- Must be willing to undergo random drug testing.

The ideal candidate must be available to work a schedule that may include days, evenings, weekends and holidays.

We offer:

- **WE WILL TRAIN YOU TO GET YOUR CDL!**
- **\$3,000.00 sign-on bonus!**
- **Salary \$22.00 hourly to start.**
- Medical, Dental and Vision!
- Holiday pay!
- Paid time off!
- 401(K) with a Company match!
- We offer full time employment to those who can work various shifts
- State-of-the-art facility!
- No travel to NYC – we service Rockland and Westchester Counties only!
- Work year-round – not just during the school year!
- Ability to advance your career!

The ideal candidate must be able to pass a drug screen and physical, obtain a DOT card, and they must submit to a criminal and employment background check. Training is three to five approximately (3-5) weeks, depending on experience.

For more information, applicants may visit our website at www.transdevna.com/careers.

Thank you for your help.

Sincerely,

Sheila Talley
Regional Director, Human Resources