



# Vacancy Announcement

**Posting Number:** BQ24-08  
**Position Numbers:** (2)-74014407 and 74014412

**Issue Date:** 04/11/2024  
**Closing Date:** 04/21/2024

**TITLE:** Driving Safety Instructor (2) Positions

**GRADE:** P-08

**FLSA DESIGNATION:** NON-Exempt

**PERSONS ELIGIBLE TO APPLY:** All career employees with 2 years of Postal driving experience are eligible to apply for this position.

**AREA OF CONSIDERATION:** New Jersey District-Wide

**LOCATION:**

NDC  
80 County Road  
Jersey City New Jersey 07099

**Schedule:**

6:00AM – 2:30PM (half hour lunch)

**N/S:** Sun/Mon

**FUNCTION PURPOSE:** Conducts, vehicle familiarizations, vehicle operator training, driver instructor training and certification, driver improvement and refresher training, as well as coaches and observes driving practices. Applicants must have demonstrated to a sufficient degree the following skills, abilities, and knowledge to assure adequate performance in the position.

**REQUIREMENTS:**

1. Ability to work without immediate supervision.
2. Ability to maintain records (training, certification) and prepare reports as required.
3. Ability to provide, on an individual and group basis to both newly assigned and current drivers, effective instructions on the safe and proper operation of the various types of motor vehicle equipment used at the local facility.
4. Ability to teach effectively classroom instruction courses given to newly assigned operators of motor vehicle equipment.
5. Ability to grant driving privileges to newly assigned drivers to determine whether they are qualified to properly operate Government-Owned and leased motor vehicles.
6. Ability to drive safely. Applicants must know and observe safe driving laws and regulations. Applicants must have three years of USPS driving experience. (Before being assigned, promoted, or reassigned to this position, candidate must have qualified on all motor vehicles used in that local post office.)
7. Ability to maintain effective working relations with other employees under varying circumstances.
8. Ability to evaluate driving training needs and to plan and schedule driver training activities to meet these needs.
9. Ability to understand and comply with written instructions and to give understandable information in written or verbal form.

**\*May be required to work off site at any office within New Jersey District\***

**PHYSICAL REQUIREMENTS:**

Applicants must be physical able to perform efficiently the duties of the position.

**SELECTION SEQUENCE:** Selection will be consistent with the Best qualified selection process located in Handbook EL 312.

**HOW TO APPLY:**

Employees should send a brief email/mail indicating your interest and attach eCareer Profile addressing each requirement listed above on the “Summary of Accomplishments” section. Forward or mail completed profile to the email address below for receipt on or before the closing date above, to:

**MAIL TO:** Cheryl Hover  
HR Mgr. Administrative Assistant  
21 Kilmer Road  
Edison, New Jersey 08899  
[cheryl.a.hover@usps.gov](mailto:cheryl.a.hover@usps.gov)

**NOTE:** PLEASE INDICATE POSTING NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE