



PO Box 300 • 4166 State Route 28 • Boiceville, NY 12412 • 845-657-6383 • www.onteorak12.ny.us

ANTICIPATED VACANCIES

The Onteora Central School District is seeking a Head Bus Driver who is an energetic team player with a willingness to learn. This is a split shift position, the hours are 6:00am – 10:00am and 1:00pm – 5:00pm. Duties will include office work, answering the phones, routing, and subbing on bus runs as a driver and monitor as needed. This is not a supervisory position.

Please view the attached for additional job description and qualifications.

POSTING DATE: January 20, 2023

Appointment Status: 1.0 FTE Head Bus Driver

Closing Date: February 3, 2023

Salary: Per Onteora Non-Teaching Employees Association

Instructions to Apply: Please apply via OLAS by February 3, 2023

The Onteora Central School District is an equal opportunity employer and prohibits discrimination and harassment of any kind. The Onteora Central School District Board of Education supports any and all initiatives set forth within our school system and surrounding communities towards dismantling systemic racism, bigotry and hate, and working towards equal opportunity, education, and justice for all. The Onteora Central School District promotes an inclusive culture through fostering an environment of professionalism and respect. We believe that to achieve this environment, we must begin with a diverse, inclusive, and effective team. We encourage a diverse pool of candidates to apply.

A handwritten signature in dark ink, appearing to read "Monica LaClair", is written over a horizontal line.

Monica LaClair, Assistant Superintendent for Business

HEAD BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is routine supervisory work involving responsibility for seeing that school children are transported in a safe and efficient manner, on schedule and according to approved procedures. In addition, employees in this class may be required to drive a school bus and perform maintenance tasks on vehicles. Work is performed under general supervision permitting the exercise of independent judgment in carrying out details. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises a group of bus drivers;

Drives a school bus and makes special trips as required;

Sets up driver schedules and routes;

Assigns drivers to routes and buses;

Trains new drivers;

Obtains relief drivers;

Operates radio equipment for communication with drivers;

Maintains time sheets for payroll purposes;

Answers telephone and responds to routine requests from the public on school transportation matters;

Investigates complaints;

Maintains records regarding mileage, bus use and other matters;

May instruct students on school bus safety procedures and behavior;

May participate in maintenance work on vehicles.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of automotive vehicle operation; depending on location of position: good knowledge of automotive maintenance practices; good knowledge of the geography of the area; good knowledge of safety procedures and traffic laws and regulations; ability to plan and supervise the work of others; ability to understand and carry out oral and written instructions; ability to prepare routine reports; ability to get along well with others; depending on location of position: ability to operate radio equipment and ability to answer routine questions on transportation matters; reliability; physical condition commensurate with the demands of the position.

Head Bus Driver

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MINIMUM QUALIFICATIONS: Graduation from high school and two (2) years of experience in the operation or repair of school buses.

Special Requirements for Appointment: Possession of a Class 2 New York State Motor Vehicle License.

ULSTER COUNTY
3320 HD BUS DRV
Classification: Non-Competitive
OA

Adopted: March 26, 1971
Revised: November 9, 1981