

**Campbell-Savona Central School District  
Announces Vacancies  
Effective August 13, 2018**

• **Transportation Supervisor**

**REQUIRED CREDENTIALS:** School Bus Driver Instructor, 19-A Certified Examiner and a CDL Class B with passenger endorsement driver's license with minimum of two years supervisory experience.

To be considered for this position, candidates are required to complete a district application (which can be found on our website at [www.cscsd.org](http://www.cscsd.org)), submit a cover letter, resume, copies of certification(s) and letters of reference (three minimum) with one from current immediate supervisor. Candidates must also have completed the fingerprint process through the New York State Education Department.

Job description for this position is available on our website under job opportunities.

**Please send materials to:**

**Kelly Costa, District Clerk  
Campbell-Savona Central School District  
8455 County Route 125, Campbell, NY 14821  
(607) 527-9813 or [kcosta@cscsd.org](mailto:kcosta@cscsd.org)**

**A DEADLINE FOR APPLICATIONS IS FRIDAY, JULY 27, 2018**  
Email and fax application materials will not be accepted.

**General Function:** The work involves the coordination of the overall operations of the pupil transportation services for students residing in the Campbell-Savona Central School District. This employee directs operation activities of routing, scheduling, and bussing. The employee also oversees the bus operator Driver Safety Training program and the maintenance of records required by the New York State Department of Transportation and the Department of Motor Vehicles. Work is performed under the general direction of the Director of Management Services, with wide latitude allowed for the exercise of independent judgment in providing safe, adequate and cost efficient transportation. Direct supervision is exercised over bus drivers and attendants. Does related work as required.

**Major Functional Expectations:**

1. Recommends and implements transportation policy established by the Superintendent and the Board of Education;
2. Assists in the development, implementation, and control of the transportation budget;
3. Directs and assists in the development of transportation routes for District students, including students with disabilities, to District and non-district schools;

4. Directs and assists in the development of bus schedule times and stop locations for the various routes and the assignment of bus operators to specific routes;
5. Directs or arranges for special transportation for students with disabilities by District fleet;
6. Directs or arranges transportation for field trips, sports activities, or other extracurricular activities;
7. Oversees daily records maintenance of pupil transportation information;
8. Prepares technical and statistical reports on transportation operations and expenditures for administration and Board of Education meetings;
9. Prepares and submits reports required by various regulating governmental agencies;
10. Directs transportation payroll and personnel functions, including interviewing, orientation, employee evaluation and training, and recommends discipline or discharge for employee misconduct.
11. Attends and speaks at school meetings regarding transportation policy and issues;
12. May participate in pupil disciplinary meetings to determine cause for suspension of transportation privileges including the gathering of relevant data;
13. Implements and conducts bus drivers' annual review of driving records, annual observation of defensive driving performance, biennial oral and/or written examination and biennial behind-the-wheel road test and, as mandated by Commissioner's Regulations, the biennial physical performance test;
14. Greet drivers in the morning and afternoon; deal with any coverage/concerns;
15. Review time sheets/cards and calculate; approve leave/conference requests, overtime and deviation/leave event requests and approve payroll;
16. Organize and present bus safety programs to students;
17. Monitor timeliness of runs, pre and post trip and handbook compliance and radio transmissions;
18. Update transportation handbook annually;
19. Acts as liaison with parents for complaints and special requests;

20. Operates a school bus on an emergency and/or substitute basis;
21. Conducts orientation of new staff members;
22. Assists in the resolution of driver personnel issues
23. Assists in keeping parents in the community acquainted with transportation concerns and issues.

**Educational and Experience Requirements (Minimum Qualifications):**

1. Graduation from high school or possession of a High School Equivalence diploma
2. Three (3) years of satisfactory experience in the operation of a vehicle requiring a Commercial Drivers License (CDL).
3. Possession of a valid and appropriate New York State Commercial Driver's License (CDL) at the time of appointment.

When the open competitive examination is given, the candidate must take and pass the test and be reachable for appointment.

**Other Desired Skills and Capabilities:**

Thorough knowledge of State Education Law as it pertains to reimbursement, minimum student transportation limits, transportation of those with disabilities, bus operator training, and medical standards for operators; thorough knowledge of Motor Vehicle Law as it pertains to driver qualifications, bus operations, and traffic and safety requirements and precautions; thorough knowledge of District transportation policy; good knowledge of transportation routing and scheduling methods, good knowledge of State, City, Town and Village traffic laws; good knowledge of records maintenance methods and practices; good knowledge of budget preparation and control; supervisory skills; ability to plan, assign and review the work of others; ability to develop transportation routes and to develop bus schedule times and stop locations; ability to match transportation methods with student transportation requirements; ability to implement applicable state law and District policy to routing; ability to prepare required state and Board reports, including narrative and tabular presentations; ability to maintain detailed records; ability to deal effectively with District administrators and parents; patience; physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

12-month full time  
Start: August 13, 2018  
Salary: Commensurate with experience  
Benefits: Full benefits  
Deadline: July 27, 2018