

# ALDEN CENTRAL SCHOOL DISTRICT

13190 Park Street  
Alden, New York, 14004  
(716) 937-9116

## ANNOUNCEMENT OF ANTICIPATED STAFF VACANCY

*Applications are invited for consideration for appointment to the following position:*

**DATE:** March 18, 2024

**POSITION:** Assistant Transportation Supervisor

**LOCATION:** Transportation Department

**STARTING DATE:** ASAP

**SALARY:** \$65,000 - \$85,000 (based on experience)

**DISTINGUISHING FEATURES  
OF THE CLASS:**

The work involves assisting the Transportation Supervisor or an administrative employee of higher rank coordinating the overall operations of the transportation services for students residing in a suburban school district. The incumbent assists in directing the operational activities of routing, scheduling, and bussing. Employees in this class assist in directing the bus maintenance and inspection program of district-owned fleet, the bus operator driver safety program, and the maintenance of records required for obtaining State Aid. Work is performed under the direct supervision of the Transportation Supervisor or an administrative employee of higher rank, with latitude allowed for the exercise of independent judgement. General or direct supervision is exercised over operations and maintenance staff. Does related work as required.

**RESPONSIBILITIES:**

- Assists in the development, implementation, and control of the Transportation budget.
- Assists in the development of transportation routes for district students, including students with handicapping conditions, to district and non-district schools.
- Assists in the development of bus schedule time and stop locations for the various routes and in the assignment of bus operators to specific routes.
- Assists in determining special transportation needs for the handicapped, and directs or arranges transportation by specifically constructed district fleet or through contracted services.
- Assists in the directing or arranging of transportation for field trips, sports activities, or other extra-curricular activities.
- Assists in directing the fleet maintenance program, including service and repair, preventative maintenance, and periodic fleet inspections.
- Oversees daily records maintenance or mileage, students transported, stops made for use in state reports, and reports to the Board of Education.
- Prepares technical and statistical reports on transportation operations and expenditures for administration and Board of Education meetings.
- Prepares and submits reports required by various regulatory governmental agencies.
- May direct transportation payroll and personnel functions including interviews, employee evaluation and training, and recommends discipline or discharge for employee misconduct.

- May check and authorize for payment, bills for bus repairs, and contracted services.
- May direct preparation of purchase specifications for vehicle and purchase requisitions.
- May attend and speak at school meetings regarding transportation policy and issues.
- May conduct pupil disciplinary meetings to determine cause for suspension of transportation privileges.
- May conduct bus drivers' annual review of driving records, annual observations of defensive driving performance, bi-annual oral and/or written examination, and bi-annual behind-the-wheel examinations.
- Process employee grievances and participates in the collective bargaining negotiations process when required.

**FULL PERFORMANCE  
KNOWLEDGES, SKILLS, ABILITIES  
AND PERSONAL CHARACTERISTICS:**

Good knowledge of State Education Law as it pertains to reimbursement, minimum student transportation limits, transportation of the handicapped, bus operator training, and medical standards for operations; good knowledge of Transportation Law as it pertains to inspection and construction of buses; 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; administrative and 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 laws and District policy to routing; ability to prepare required State and Board reports, including narrative and tabular presentations; ability to prepare and control budgets; ability to write purchase specifications for transportation contracts; ability to review bills and authorize for payment; ability to maintain detailed records; ability to deal effectively with District administrators and parents; ability to develop inventory control procedures; patience; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a High school equivalency diploma and either:

- A) Two (2) years of satisfactory experience in the operation of a vehicle requiring a Commercial Driver's License, Class B with "P" and "S" endorsements, one (1) year of which must have been in a supervisory or administrative capacity; or
- B) Two (2) years of satisfactory experience in the maintenance and repair of automobiles, trucks, or buses, one (1) of which must in a supervisory or administrative capacity; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State Commercial Driver's License, Class B with "P" and "S" endorsements at the time of appointment and throughout the duration of employment; and

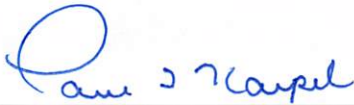
Under current New York State Law, candidates seeking employment with school districts in New York State will be required to undergo fingerprinting and criminal history background check prior to appointment.

- Minimum age requirements: 21 years of age, per New York State Education Department regulations.

**APPLICATION DEADLINE:** March 29, 2024

**APPLICATION PROCEDURE:** Please complete the Support Staff Application available online at: [www.aldenschools.org/employment](http://www.aldenschools.org/employment), include a resume, and send to:

Paul J. Karpik, CPA  
School Business Administrator  
13190 Park Street  
Alden, New York 14004



3/18/24

Paul J. Karpik, CPA, School Business Administrator

Date

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- ☐ PROMOTIONAL POSITION  
☒ CIVIL SERVICE EXAM REQUIRED  
☐ CIVIL SERVICE EXAM NOT REQUIRED - Non-competitive assignment.

*Alden Central School District is an Equal Opportunity Employer*