

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 (S): **Transportation Supervisor**

LOCATION: **Transportation Department**

STARTING DATE: **ASAP**

SALARY: **\$80,000 - \$100,000 (based on experience)**

RESPONSIBILITIES:

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 handicapped conditions, to District and non-district schools.
4. Directs and 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.
5. Determines special transportation needs for the handicapped and directs or arranges transportation by specially constructed District fleet or through contracted services.
6. Directs or arranges transportation for field trips, sports activities, or other extracurricular activities.
7. Directs the fleet maintenance program, including service and repair, preventive maintenance, and periodic fleet inspections.
8. Oversees daily records, maintenance of mileage, students transported, stops made for use in state reports and reports to the Board of Education.
9. Prepares technical and statistical reports on transportation operations and expenditures for administration and the Board of Education meetings.
10. Prepares and submits reports required by various regulating governmental agencies.
11. Directs transportation payroll and personnel functions, including interviewing, employee evaluation and training, and recommends discipline or discharge for employee misconduct.
12. Checks and authorizes for payment, bills for bus repairs, and contracted services.
13. Directs preparation of purchase specifications for vehicle and purchase requisitions.
14. Attends and speaks at school meetings regarding transportation policy and issues.
15. May conduct pupil disciplinary meetings to determine cause for suspension of transportation privileges.
16. Implements and conducts bus drivers' annual review of driving records, annual observation of defensive driving performance, bi-annual oral and/or written examination, and bi-annual behind-the-wheel examination.
17. Processes employee grievances and participates in the collective bargaining negotiation process when required.
18. May drive a school bus transporting students, if necessary.
19. Other duties as assigned by administration.

(continued)

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

Thorough 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 operators; thorough knowledge of the 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, 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 implement applicable state law 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; capable of performing the essential functions of the position without reasonable accommodation.

MINIMUM QUALIFICATIONS:

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

- A) Three (3) years of satisfactory experience in the operation of a vehicle requiring a Commercial Driver's License, Class B with "P" and "S" endorsements, two (2) years of which must have been in a supervisory capacity; or
- B) Three (3) years of satisfactory experience in the maintenance and repair of automobiles, trucks, or buses, two (2) 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, 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

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

Alden Central School District is an Equal Opportunity Employer