

VACANCY NOTICE

DATE: August 9, 2024

POSITION TITLE: Hourly Bus Driver

CURRENT ASSIGNMENT: Bus Garage (Transportation Department)

CERTIFICATION: Civil Service - Non-Competitive Class

START DATE: September 2024

PRIMARY WORK ACTIVITIES:

Typical activities characteristic of the class.

- Operate a school bus on a regular schedule or on special occasions
- Checks the operating condition of the bus before starting on a trip
- Reports any operational defect to immediate superior
- Informs children about safety practices
- Maintains orderly conduct of children on bus
- Keeps interior and exterior of vehicle clean and neat
- May be required to operate a station wagon or other similar vehicle
- May be required to perform minor maintenance tasks on the vehicle
- May be required to perform bus monitor/aide duties
- Daily tasks will be assigned by immediate Supervisor
- Maintains records of mileage, routes, times and incidents
- Prepares and maintains maps of routes and pick-up points
- Other duties as assigned by Supervisor and/or Superintendent of Schools.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

- Minimum “CDL B” license with “PS” endorsement and air brakes
- Must meet all DMV requirements for School Bus Driver
- Must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education
- Operate a bus under difficult driving and road conditions
- Follow simple oral and written directions
- Mental alertness and dependability
- Possess basic skills required to deal with behavior management

TERMS OF EMPLOYMENT:

- Full-time, probationary appointment
- 10-month position, follows school calendar
- \$20.47 per hour
- Benefits per CSEA contract

APPLICATION DEADLINE: Open Until Filled

All candidates must submit a completed instructional support application (found @ www.mexicocsd.org), **listing contact information for 3 professional references**, and a letter of interest to Shawn Kimball, Human Resources Specialist, 16 Fravor Road, Suite A, Mexico, New York 13114. **Refer to posting #25-019 in all correspondence.**

The Mexico Central School District is in compliance with federal and state laws governing equal opportunity prohibiting discrimination on the basis of race, color, creed, ethnic background, religion, sex, age, marital status, and physical handicap. EOE/AA

This position will be filled following Civil Service Law.