



**NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – Suite G2  
Lockport, New York 14094-2740**

*Malcolm A Needler  
Personnel Officer  
(716) 438-4071*

## **SCHOOL TRANSPORTATION ASSISTANT**

### **No 65-754 Examination Open to the Public**

### **Salary Varies by Municipality**

The examination will be held to establish an eligible list used to fill any appropriate vacancies that may occur during the life of the list. **The list established from this exam will supersede any existing list for this title.**

**RESIDENCE REQUIREMENTS:** Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

**MINIMUM QUALIFICATIONS:** Candidates must meet the following on or before the date of the written exam. **If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in accounting, business administration or related field; **OR**
2. Graduation from high school or possession of an equivalency diploma and two (2) years of full-time paid clerical experience in compiling and maintaining financial accounts and records.

**SPECIAL REQUIREMENTS WITHIN ONE (1) YEAR OF APPOINTMENT:** Possession of a Commercial Driver's License (CDL), Class B with a PS Endorsement issued by the New York State Department of Motor Vehicles. Candidates must satisfy the requirements for Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education and New York State Vehicle and Traffic Laws.

**DUTIES:** This is an important administrative support position that assists to ensure the safe and efficient operation of the transportation program in a school district. The work involves independently performing complex and confidential clerical operations in relation to maintaining department and personnel records and preparing correspondence. The work also involves determining routes and locations of bus stops, assistance with dispatching drivers, corresponding with drivers using two-way radio equipment, and helping to ensure that all school district buses/vehicles are staffed with appropriately qualified drivers following established routes and prepared time schedules. Depending on the school district in which employed, the incumbent may be required to substitute as a school bus driver and/or attendant or drive a regularly scheduled bus route. The position does not involve evaluation of staff or direction of the repair and maintenance of school buses. The work is performed under the general supervision of a higher-level school administrator with leeway for the use of independent judgment. Does related work as required.

**NOTICE TO CANDIDATES:** The use of calculators is **ALLOWED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones are prohibited.**

**DRUG SCREENING:** Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**Special Requirement for Appointment in School Districts and BOCES:** Per chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**FEE WAIVERS:** Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.**

FILING DEADLINE

**APRIL 8, 2019**

A **non-refundable \$15.00 application fee** is required.  
Apply and pay online or submit a check or money order  
payable to: **Niagara County Civil Service**

**ANNOUNCEMENT ISSUED: March 11, 2019**

EXAMINATION DATE

**JUNE 1, 2019**

**SUBJECT OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **BUS DRIVING PRACTICES, TECHNIQUES AND TRAFFIC LAWS** - These questions test for knowledge of the principles and practices involved in the proper and safe operation of passenger buses; and the rules and regulations of the New York State Motor Vehicle and Traffic Law governing passenger bus operation, highway safety, and rules of the road.
2. **BUS DRIVER RECORDKEEPING AND SCHEDULING** - A test that requires candidates to work with simple records using general record-book or card-type formats. Questions are based on given records, which usually must be completed by the candidate before the questions can be answered. In order to answer all questions in this subtest correctly, the candidate generally must:
  - a. Follow written directions to understand the purpose and use of the record, and to understand the question;
  - b. Make correct entries in appropriate sections of the record;
  - c. Identify which entries are required to answer the question.

A knowledge of bookkeeping, account keeping, or other technical information or terminology is not necessary to answer these questions. A knowledge of simple arithmetic functions may be required.

3. **FOLLOWING DIRECTIONS (MAPS)** - These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.
4. **OPERATION OF TWO-WAY RADIOS INCLUDING PROCEDURES AND TERMS** - These questions test for knowledge of the principles and practices involved in the operation of a two-way radio and may include such areas as the proper procedures to use when operating a two-way radio, and the standard terminology used when transmitting and receiving messages over a two-way radio system.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangement for taking all tests at one test site. All examination for positions in State government will be held at a State Examination Center.

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary. *If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.***

Please review [IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](#)