



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

*Malcolm A Needler
Personnel Officer

(716) 438-4071*

Supervisor of Transportation

No. 64-960 Examination Open to the Public

Salary Varies by Municipality

The examination will be held to establish an eligible list used to fill one current vacancy at the North Tonawanda School District and any other 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 or one of its contiguous counties 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 high school or possession of an equivalency diploma **and** three (3) years of experience in the operation or repair of a bus or motor vehicle which requires possession of a Commercial Driver's License (CDL), Class B with a P Endorsement issued by the New York State Department of Motor Vehicles **and** two (2) years of supervisory experience responsible for personnel; **or**
2. Graduation from high school or possession of an equivalency diploma **and** three (3) years of experience in managing transportation that involved supervising operations and establishing routes **and** two (2) years of supervisory experience responsible for personnel.

SPECIAL REQUIREMENTS: Possession of a NYS Commercial Driver's License (CDL), Class B with a P Endorsement within one (1) year of appointment. Candidates must satisfy the requirements for Bus Driver as set forth in the Rules and Regulations of the NYS Commissioner of Education and NYS Vehicle and Traffic Laws. Candidates must possess a School Bus Driver Instructor (SBDI) Certificate and a Section 19A Examiner Certificate within two (2) years of appointment:

Compliance is the responsibility of the appointing authority who must advise Niagara County Civil Service of the candidates' compliance when submitting appointing Report of Personnel Change. The Special Requirement can be waived if the School District submits an administrative letter indicating that the employee will not drive school buses nor train others to operate school buses if this would require the employee to drive.

DUTIES: This is an important supervisory position involving responsibility for the efficient and economical operation and maintenance of the transportation system of a school district. Work is performed under the general supervision of the chief school officer, business manager or other superior permitting considerable leeway in carrying out the duties of the position. Supervision is exercised over the work of bus drivers and automotive mechanics through inspection of vehicles and observance of their operation. Has general supervision over the transportation system of a large school district. 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: 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 as involving direct contact with students, a clearance for employment from the State Education Department is required.

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

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

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. **CUSTOMER SERVICE** - These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.
4. **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.
5. **PREPARING WRITTEN MATERIAL** - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
6. **SUPERVISION** - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
7. **SCHOOL TRANSPORTATION MANAGEMENT** - These questions test for knowledge of the principles and practices involved in managing a school transportation system including regulations of the New York State Departments of Education, Motor Vehicles, and Transportation covering the operations, personnel, and equipment involved in school transportation programs.

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**](#)

Niagara County Civil Service #2019-39