

Mahopac Central School District

179 East Lake Boulevard
Mahopac, New York 10541-1666
Phone (845) 628-3415
Fax (845) 628-5502

POSTING

TO: All Staff
FROM: Human Resources
DATE: January 10, 2019
SUBJECT: Posting of Positions

The Mahopac Central School District is seeking candidates for:

PART-TIME BUS DRIVER PART-TIME SCHOOL BUS AIDE Salary as per USWOM Bargaining Agreement

Interested and qualified applicants are asked to submit a letter of interest with a resume to the Human Resources Office, Mahopac Central School District, 179 East Lake Boulevard, Mahopac, NY 10541-1666 by **3:00 p.m., , Friday, January 18, 2019.**

The Mahopac Central School District is an equal opportunity employer.

cc: Building Principals – **PLEASE POST**
District Office – **PLEASE POST**
Head Custodians – **PLEASE POST**
Anthony DiCarlo, Superintendent of Schools
Peter Ferone, Interim Supervisor of Transportation
Mary Fowler, MTAA Unit
Ken Jones, USWOM Unit
Debra Legato, Assistant Superintendent for Human Resources
Thomas McMahon, MTA Unit
Dagoberto Miranda, UPSEU Monitor Unit
Phyllis Ruggiero, UPSEU Administrative Unit
John Russell, UPSEU Supervisors Unit
Harvey Sotland, Assistant Superintendent for Business
Steve Troost, Head Bus Driver

Non-Competitive Class - Non-County (Schools)
SCHOOL BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This is manual work of average difficulty, requiring skill in the operation of a large automotive vehicle. The operator is responsible for the safety and conduct of the children who are passengers. Work is performed under general supervision with considerable leeway allowed the operator in carrying out the details of the work. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Operates school bus on a regular schedule or on special occasions; Checks the operating condition of the bus before starting on a trip; Reports any mechanical defect to immediate superior; Checks and fills vehicle with fuel; Installs tachometer recording disc; Records beginning and finishing mileage reading; Participates in emergency drills as required;

Instructs or informs children about safety practices when entering and leaving bus; Maintains orderly conduct of children on bus; Cleans interior and exterior of the assigned vehicle; May be required to operate a station wagon or other similar vehicle; May be required to perform minor maintenance tasks on the vehicle; Reports drivers passing a stopped school bus; May be required to administer first aid to children injured on the bus; Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under all driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; dependability.

MINIMUM QUALIFICATIONS:

1. Must be at least twenty-one (21) years of age at time of appointment. 2. Eligibility for the appropriate level New York State Drivers License at the time of application; possession of the appropriate level New York State Drivers License at time of appointment. 3. Must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioners of Education and Motor Vehicles.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Labor Class - School Districts
SCHOOL BUS AIDE

DISTINGUISHING FEATURES OF THE CLASS:

This is routine work of ordinary difficulty involving responsibility for overseeing the loading and unloading of student passengers and for administering to their needs, comfort and conduct while in transit on bus trips to and from school. Supervision is exercised over the conduct of student passengers as needed. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only):

Rides on school bus for the purpose of assisting pupils to climb aboard and alight from bus; Seats and places student passengers as required; May operate a lift to load and unload handicapped student passengers and secures restraint devices and wheelchair locks; Maintains order on bus and makes certain that student passengers are seated while bus is in motion; Assists students and driver as needed; Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good powers of observation; familiarity with the various bus routes in the district and their stopping places for students; ability to understand and follow oral and written directions; ability to get along well with students and command their respect; working knowledge of first aid methods; dependability.

MINIMUM QUALIFICATIONS:

None is required.