

ASSISTANT DIRECTOR OF SCHOOL TRANSPORTATION II (OC)
NYS #65-086 RC/EL #20133

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Examination to be held **June 27, 2020**; Last filing date **May 20, 2020**

- 1. If applying in person, completed applications must be received in the Department of Personnel no later than 5 PM EST on the last filing date.**
- 2. If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.**
- 3. If applying by mail, completed applications must be postmarked no later than the last filing date.**

VACANCY: One in the East Ramapo Central School District.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring thereafter for a period of at least one year.

POSITIONS EXIST IN: The Board of Cooperative Educational Services, the Clarkstown Central School District and the East Ramapo Central School District.

RESIDENCE REQUIREMENTS: All residence requirements for this examination have been waived.

SALARY: The starting salary is determined by the appropriate labor agreement within the School District where the vacancies exist.

WHAT THE JOB IS LIKE: Assists in the administration of a large and/or complex pupil transportation system of a school district which includes the safe, efficient and economical transportation of school children to include the application of bus driver standards and the mechanical efficiency and safety of school buses. This position is primarily concerned with the front line moment to moment problems in providing school bus service. General direction is received from the Director of School Transportation II or a school administrator. Supervision is exercised over a number of bus drivers, dispatcher and maintenance personnel. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and five years of work experience which must have been in the field of transportation or in administration; however, one of the five years must have primarily concerned with supervision or administration of passenger service, or scheduling of public carriers. Additional experience may be substituted for education on a year-for-year basis. Education beyond high school may be substituted for the general experience on a year-for-year basis to a maximum of four years.

SPECIAL REQUIREMENTS:

1. Possession of a current certification as an Examiner (as defined by the Department of Motor Vehicle Law, Section 6.16) at time of permanent appointment.
2. Possession of a valid driver license appropriate for the size and kind of vehicle to be operated.

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than August 27, 2020.) Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

SEE NEXT PAGE

ASSISTANT DIRECTOR OF SCHOOL TRANSPORTATION II (OC) #65-086 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, "Spell-checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", "Computers", and any similar devices are prohibited.

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>.

Date Issued: 5/1/2020