

SCHOOL BUS ROUTE INSPECTOR (OC)
NYS #65-324 RC/EL #21068

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 ON JULY 17, 2021- Dates To Be Determined.

PLEASE BE ADVISED THAT NO FURTHER APPLICATIONS ARE BEING ACCEPTED FOR THIS EXAMINATION. THIS ANNOUNCEMENT IS FOR INFORMATIONAL PURPOSES ONLY.

VACANCY: One in the Board of Cooperative Educational Services.

POSITIONS EXIST IN: The Board of Cooperative Educational Services 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: This is primarily field inspection work for a pupil transportation system of a school district. Duties involve responsibility for the monitoring of the district's busing procedures to ensure safe and efficient school bus operation. This is accomplished by observing drivers at work, assessing safety at bus stop sites, investigating related complaints by the public, etc. Work is performed under the supervision of the Director or Assistant Director of the transportation department or a school administrator. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: Graduation from high school or possession of an equivalency diploma and two years experience as a school bus driver driving a vehicle with a capacity of 21 or more passengers.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the vehicle driven. The appointing authority shall have the responsibility for license verification.

NOTES:

1. The appointing authority shall also have the responsibility for additional driver requirements imposed by:
 - a) Article 19-A, Vehicle and Traffic Law as specified in Part 6 of the Regulations of the Commissioner of Motor Vehicles, and
 - b) Section 3624 of the Education Law as specified in Section 156.3 of the Regulations of the Commissioner of Education.
2. If incumbent possesses current certification as an Examiner (as defined by the Department of Motor Vehicle Law, Section 6.16), he/she may be required to conduct state-mandated driver testing. This certification is not to be considered mandatory for the position.

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 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. 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.

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 "General Guide to Written Tests" helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

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