

**SCHOOL BUS DISPATCHER (OC)**  
**NYS #62-352 RC/EL #16117**

**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 **October 15, 2016**; Last filing date **August 24, 2016**

**VACANCIES:** One each in the Board of Cooperative Educational Services, the Clarkstown Central School District, and the South Orangetown Central School District. The Board of Cooperative Educational Services and the South Orangetown Central School District may not be filling the vacancies at this time.

**POSITIONS EXIST IN:** The Board of Cooperative Educational Services, the Clarkstown Central School District and the South Orangetown Central School District.

**RESIDENCE REQUIREMENTS:** Candidates must be legal residents of Rockland County at the time of examination.

**SALARY:** The starting salary is \$49,000.00 annually for a 40-hour-work-week with the Clarkstown Central School District. Salary may vary in other locations.

**WHAT THE JOB IS LIKE:** This is scheduling work of a moderately complex nature which involves the assignment of school buses and drivers to standard routes. The complexity results from hour to hour substitution of buses due to breakdowns or other need as well as the substitution of drivers for different routes, runs or partial runs according to qualifications, seniority or emergency factors. Answers telephone inquiries and complaints and either resolves or initiates forwarding action and performs clerical duties as required. In addition, both written and road testing of drivers may be done as a certified Examiner, and the incumbent may be required to operate a school bus as needed. The work is performed under the direction of the department supervisor. 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 of paid work experience which involved planning vehicle routes, scheduling drivers and dispatching vehicles. Such experience must have included or been supplemented by at least one year of office clerical, record-keeping work experience.

**NOTES:**

1. If the incumbent is required to drive a school bus, the appointing authority shall have the responsibility for verification of the appropriate driver's license for the vehicle(s) being operated.
2. If examiner duties are required, it shall also be the responsibility of the appointing authority to ensure proper certification as an examiner (as defined by the Department of Motor Vehicle Law, Section 6.16).

**SUBJECT OF WRITTEN EXAMINATION:**

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. Public contact principles and practices – 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.

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 online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).