



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

EXAMINATION ANNOUNCEMENT HEAD BUS DRIVER #70604010

YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR HEAD BUS DRIVER (EXAM #70604010)

Type of Appointment:	Permanent	Location:	Applicable School Districts in Yates County
Position Status:	Varies based on location		
Classification:	Competitive		
Vacancies:	The resulting eligible list will be used to fill current and future vacancies which may occur.	Exam Date:	November 15, 2025
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	\$17.00 (non-refundable)
Posted:	August 15, 2025	Application Deadline:	October 15, 2025

SCOPE OF EXAMINATION

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.

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.

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 technology is not necessary to answer these questions. A knowledge of simple arithmetic functions may be required.

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.

Calculator: Allowed

Test guide: 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 on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

HEAD BUS DRIVER - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the safe and efficient operation of buses in a school district transportation system. A Head Bus Driver may supervise Bus Drivers, Bus Monitors and Bus Mechanics. Supervision is exercised over the work of Bus Drivers, Bus Monitors and/or Bus Mechanics by observation and reports. The work is performed under the general supervision of a Transportation Supervisor (or similar title), a school business official, or designee in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Prepare bus routes and schedules;
Assign drivers to field trips, sport trips, and other extra or special assignment trips;
Call and assign substitute drivers;
Handle phone calls from parents and district employees;
Investigate issues or complaints, communicate findings to Transportation Supervisor, and maintain a log of calls and action taken;
Manage attendance and maintain payroll records;
Participate in hiring of drivers, monitors and substitutes;
Schedule required staff training;
May determine the need for maintenance and repair of buses;
Monitor the safe operation and cleanliness of buses;
Perform other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of driving skills and the operation of buses;
Good knowledge of safety practices, and traffic laws and regulations;
Good knowledge of the geography of the district;
Ability to operate a school bus under all driving and road conditions;
Ability to plan, schedule and supervise the work of others;
Ability to keep and maintain records and reports;
Ability to get along well with others, including the public;
Ability to communicate effectively, both orally and in writing;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a high school equivalency diploma*; AND
- b) Two (2) years of full-time experience in the title of Bus Driver at either Penn Yan Central School District or Marcus Whitman Central School District.

SPECIAL REQUIREMENT:

Possession of a valid Commercial Driver's License with a "P" endorsement as well as an "S" endorsement for the operation of school buses, issued by the New York State Department of Motor Vehicles.

NOTE: Candidates must satisfy all requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education. If the position involves examination of School Bus Drivers, candidate must possess proper certification in accordance with Section 6.16 of the Regulations of the Commissioner of Motor Vehicles and Article 19A of the Vehicle and Traffic Law.

ELIGIBILITY FOR PROMOTIONAL EXAMS: According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotional exam.

***Anticipated Eligibility – Educational Requirements:**

According to Civil Service Law, section 54, which became effective September 4, 2024, applicants who are **within 12 months of attaining the minimum educational requirements** following the date of examination, may take the Civil Service Exam, but will be restricted from certification until such a time that the minimum educational requirements are met.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**