



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

EXAMINATION ANNOUNCEMENT TRANSPORTATION SUPERVISOR #70002480

YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR TRANSPORTATION SUPERVISOR (EXAM #70002480)

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>.

TRANSPORTATION SUPERVISOR - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This is an important supervisory position involving responsibility for the safe and efficient operation and maintenance of the transportation facilities of a school district. The work is performed under general supervision allowing considerable leeway for the exercise of independent judgment. Supervision is exercised over the work of all subordinate transportation personnel. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Develops and administers all aspects of transportation program to meet the requirements of the daily instructional program and extra-curricular activities;
Prepares bus routes and schedules for all public and non-public schools served by the District;
Recruits personnel and supervises training for all transportation personnel;
Cooperates with drivers, principals, parents and other school officials to maintain district standards for student behavior;
Supervises the maintenance of daily records of mileage, pupil data base, expense for oil, grease, parts, etc. and generates monthly and annual reports;
Supervises the maintenance of all district-owned transportation equipment and vehicles;
Develops and supervises preventive maintenance programs;
Authorizes transportation purchase of parts, tools and makes recommendations for changes in the fleet;
Supervises transportation input in payroll department; develops and maintains standards for the health and safety of Transportation employees;
Ensures compliance with all State and Federal laws and complies with all reporting requirements;
Cooperates with business office in insurance matters;
Advises Superintendent on road conditions and school closings;
Prepares and supervises the transportation budget to maximize the efficiency and effectiveness of the department;
Works cooperatively with school personnel, students and the community;
Performs other duties as assigned.

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

Thorough knowledge of standard transportation methods and the operation of buses;
Good knowledge of automotive repair methods and of the terminology of tools of the trade;
Good knowledge of the geography of the district;
Good knowledge of driving safety practices.
Good knowledge of the New York State Motor Vehicle Law and applicable regulations of the Public Service Commission;
Ability to plan and supervise the work of subordinates;
Ability to keep records and make reports;
Ability to get along well with others;
Dependability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS – PROMOTIONAL EXAMINATION:

- a) Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education*; AND
- b) Six (6) months in the title of Assistant Transportation Supervisor or Head Bus Driver at the applicable School District in Yates County.

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.**