

PENN YAN CENTRAL SCHOOL DISTRICT
Office of the Superintendent

PLEASE POST

September 9, 2025

NOTICE TO PROFESSIONAL PERSONNEL AND ADMINISTRATORS

Penn Yan Central School District is currently accepting applications for the position of Transportation Supervisor. The District is located in Yates County and serves approximately 1,300 students with a \$42 million budget.

Minimum Qualifications: Graduation from high school and either:

1. Five years of experience in the operation of multi-passenger vehicles or the dispatching of motor equipment or experience in the coordination of a transportation program which shall involve any of the experience stated above; or
2. Three years of experience in the maintenance and repair of automotive equipment; one year of which must have been in a supervisory capacity; or
3. Any equivalent combination of experience and training.

Special Requirements for Acceptance of Applications: Possession of a valid NYS Class B, with PS endorsement, license at time of appointment, and maintenance of such license throughout the tenure of employment in the position. **Must also possess 19A Examiner Certification and be a School Bus Driver Instructor, or be willing to obtain the certifications.**

Note: Candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education and be eligible for NYS Civil Service appointment as a Transportation Supervisor.

Salary: \$75,000 to \$85,000

Application Deadline: September 16, 2025

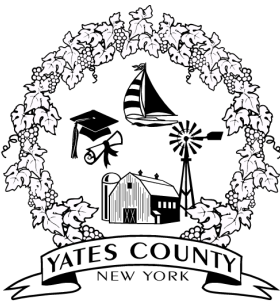
Anticipated Start Date: ASAP

Application Procedures: Interested candidates should submit an online application at <https://pennyan.recruitfront.com> and also complete a Civil Service Application with the Yates County Personnel Office, located at 417 Liberty Street, Penn Yan, NY. This is a competitive Civil Service position. Examination date is TBD.

Candidates may learn more about the Penn Yan Central School District on our website at www.pycsd.org

Katie Champlin

Katie Champlin, Assistant to the Superintendent



TRANSPORTATION SUPERVISOR

Jurisdiction Class:	Competitive
Civil Division:	County
Adopted by YCCSC:	08/07/1996
Revised by PO:	02/02/2016
Revised by PO:	06/22/2023
Revised by HR:	09/12/2025

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:

- a) Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education; AND

- b) Five (5) years of experience in the operation of multi-passenger vehicles or the dispatching of motor equipment or experience in the coordination of a transportation program which shall involve any of the experience stated above; OR
- c) Three (3) years of experience in the maintenance and repair of automotive equipment, one (1) year of which must have been in a supervisory capacity; OR
- d) Six (6) months of an Assistant Transportation Supervisor at the same location as the appointing authority; OR
- e) Any combination of training and experience equal to or greater than that previously described.