
Waterloo Central School District

Human Resources



ANTICIPATED VACANCY ANNOUNCEMENT

Posting: July 30, 2025 to August 13, 2025 or until filled

*** Current eligible list is not mandatory. If not on the current eligible list, candidate will be initially appointed on a provisional basis pending a civil service exam to be held at a later date. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.***

POSITION: **Transportation Supervisor**

DESCRIPTION OF DUTIES: Under the general supervision of the Business Administrator and the Superintendent of Schools the Transportation Supervisor is responsible for the safe and efficient operation and maintenance of the transportation facilities of the district. Supervision is exercised over the work of the Bus Drivers, Automotive Mechanics and other Transportation Department personnel. Specific responsibilities include:

- Acting as a liaison with parents, students, teachers and school administrators;
- Receiving, reviewing and resolving any complaints regarding service;
- Overseeing and assisting in the enforcement of rules of behavior which apply to student riders and refers serious problems to a Principal;
- Establishing routes and time schedules to be followed by various drivers;
- Supervising service, maintenance and repair of all school district vehicles;
- Writing specifications for all new vehicles and equipment;
- May give road tests to and train new drivers;
- Assigning substitute bus drivers for all extra-curricular trips;
- Supervising loading and recommending stopping places for buses;
- Assisting in the preparation of state transportation reports and mapping of bus routes;
- Keeping a daily record of mileage and number of pupils carried;
- Preparing periodic reports which include cost of operating each bus on the basis of expenses for gasoline, oil, grease, anti-freeze, parts, labor wages, storage or rental, and other expenses;
- Approving all purchases of parts and materials for the transportation department;
- Arranging for all special trips including those for athletic teams;
- Maintaining time records of transportation employees for payroll purposes.
- May operate a school bus
- Other duties as assigned by the Business Administrator or Superintendent of Schools

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of standard transportation methods and the operation of buses; good knowledge of automotive repair methods and of the terminology and 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 Commissioners of Education and Motor Vehicles; ability to plan and supervise the work of subordinates; ability to maintain accurate records and prepare reports; ability to build rapport and maintain professional relationships; dependability; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Completion of a minimum of 60 semester credit hours in a regionally accredited or NYS registered college or university, AND one year of experience in the maintenance and repair of automotive equipment, or one year of experience in the operation of a multi-passenger vehicle or the dispatching of motor equipment, or one year of experience in the coordination of a transportation program which shall involve any of the experience stated above; OR

B. Graduation from high school and three years of experience in the maintenance and repair of automotive equipment, one year of which must have been in a supervisory capacity; OR

C. Graduation from high school and five years of experience in the operation of multi-passenger vehicles or the dispatching of motor equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for a CDL B PS License issued by the New York State Department of Motor Vehicles at the time of application for appointment. Possession of the license at the time of appointment.

SALARY: Minimum \$85,000 annually, commensurate with experience

APPLICATION PROCEDURE: Apply online at Seneca County Civil Service Portal <https://seneca-portal.mycivilservice.com/jobopps> Please indicate Waterloo Schools as the municipality you wish your application to be sent. Selected candidates will be contacted for interviews.

Waterloo School District is in compliance with the United States Civil Rights Act of 1964 and the Title IX Educational Amendment of 1972, Part 86, and Section 504 of the Rehabilitation Act of 1973. The School District provides equal employment opportunity to all individuals and does not discriminate on the basis of race, color, creed, national origin, disability, marital status, sexual orientation, gender, military/veteran status, genetic status, prior criminal record, or victim of domestic violence.