

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

*** A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION
PLEASE USE THE PROMOTION APPLICATION AVAILABLE IN THE HUMAN RESOURCES OFFICE**

**PROMOTION EXAMINATION
FOR
NO. 71-323 HEAD BUS DRIVER**

CANDIDATES MUST BE PERMANENTLY EMPLOYED IN THE CARTHAGE CENTRAL SCHOOL DISTRICT AND MUST HAVE SERVED CONTINUOUSLY ON A PERMANENT BASIS AS A BUS DRIVER FOR TWO YEARS IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for a Class 19-A certificate and School Bus Driver Instructor Examiner certificate at time of application. Possession of the certificates at time of appointment. Please complete the driver's license portion on the application form in full as possession of appropriate level New York State driver's license is required at time of appointment.

VACANCIES: At present, one vacancy exists with Carthage Central School

SALARY: \$25.00 - \$32.83/hr.

LAST FILING DATE: May 28, 2021

EXAMINATION DATE: July 17, 2021

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

EXAMPLES OF WORK: (illustrative only)

Prepares bus routes and schedules;
Trains new drivers and assigns them to individual routes and to special field trips;
Calls and assigns substitute drivers;
Maintains the records for payroll purposes;
Maintains trip records and prepares transportation reports including accident reports;
Checks the operation and cleanliness of the buses;
Handles complaints regarding transportation;
Assists in preparing transportation budget estimates and recommendations;
Supervises the work of mechanics and helpers in maintaining automotive equipment;
Outlines assignments to mechanics and inspects work upon completion;
Maintains an inventory of parts, supplies, and equipment;
Prepares a variety of related records and reports.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

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 and techniques

This subtest tests for a knowledge of proper practices and techniques for maneuvering a bus. The subjects covered may include braking, accelerating, passing, turning, stopping, and mirror use. In addition, the candidates are asked to choose proper courses of action for certain crisis situations including reacting to accidents, fires, and violence.

Bus driver recordkeeping and scheduling

These questions test for knowledge of bus driver recordkeeping, working with simple bus driver records, creating bus routes, bus scheduling, and related terminology. All the information needed to answer these questions will be provided in the test booklet.

A knowledge of bookkeeping or account keeping 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.

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>

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

Seniority - Points will be added to an eligible score as follows: One point for each creditable five-year period

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: 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, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A NON-REFUNDABLE fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Issued: 4-30-21