



# JOIN OUR TEAM

Vacancy At The Utica City School District For:

# SCHOOL BUS TRAINING COORDINATOR

Civil Service Title, Competitive Salary: \$23.00/hr

## DUTIES

- Coordinates training of school bus drivers within the Utica City School District;
- Develops School Bus Driver, and School Monitor training sessions;
- Provides direct instruction to School Bus Drivers, and School Monitors including, but not limited to, refresher workshops; -Sets up training calendar;
- Develops programs and techniques to address transportation problems;
- Devises a multimedia program to be used for the presentation to the public, which would highlight all areas of school
- Transportation training;
- Conducts school transportation needs assessments to identify needs as requested by the District;
- May assist the school district with procedures for hiring, supervising and training School Bus Drivers and periodically examines School Bus Drivers records for compliance with laws and regulations when requested to do so by the State Education Department;
- Trains and prepares School Bus Drivers with necessary skills and knowledge to be eligible to pass the required licensing exam;
- Tests School Bus Drivers

## QUALIFICATIONS / EXPERIENCE

-High School Completion Diploma of Equivalent; AND Two (2) years instructing Bus Drivers all of which shall have been at a supervisory level OR six (6) years' operating school bus with two (2) years of supervisory experience. Certification in Article 19A of the V&T Law at the time of appointment. "S" Student, and "P" Passenger endorsement on valid NYS Driver's License.

## ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern, state transportation methods and operation of school busses; Vehicle & Traffic Law and regulations; education laws and department regulations; DOT laws and regulations relating to school bus operation; knowledge of the geography of the District; ability to organize and conduct driver training and safety courses; ability to keep records and reports, plan clearly and concisely orally and in writing; establish and maintain effective relationship with the public and employees; courtesy, tact.

Please email resume to:  
[employment@uticaschools.org](mailto:employment@uticaschools.org)

**Sara E. Klimek,**  
**CHIEF HUMAN RESOURCES OFFICER**



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