

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN 22-23-34
AUGUST 2022**

**BUS DRIVER / CUSTODIAN
POUGHKEEPSIE CITY SCHOOL DISTRICT**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**BUS DRIVER / CUSTODIAN - DISTRICT WIDE
POUGHKEEPSIE CITY SCHOOL DISTRICT**

APPLICATION

Candidates must complete an application available to print through the Human Resources Tab at www.poughkeepsieschools.org

QUALIFICATIONS:

Meets Civil Service qualifications for position. Valid NYS Driver's license. Possession of a valid appropriate level Driver License or Commercial Driver License at the time of appointment (varies by appointing authority).

SPECIAL REQUIREMENT: In School Districts, drivers must be at least 21 years of age. In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education. Where applicable, all candidates must meet the requirements for Bus Drivers set forth in the New York State Vehicle and Traffic Law and any other statutory requirements that apply.

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

Good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under all driving and road conditions; ability to make minor repairs to the vehicle; ability to understand and follow simple oral and written directions; ability to get along well with students and/or adult passengers and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position. In addition to but not limited to the following:

1. Operates a school bus or other bus on regular schedule and/or on special occasions;
2. Checks the operating condition of the bus before starting on a trip;

3. Reports any mechanical defect to immediate superior;
4. Checks and fills the vehicle with fuel;
5. Instructs students or adult passengers about safety practices when entering and/or leaving bus;
6. Maintains orderly conduct of students or adult passengers while on bus;
7. Completes accident and vehicle maintenance reports;
8. May clean interior and exterior of assigned vehicle;
9. May be required to perform minor maintenance tasks on the vehicle;
10. May be required to administer first aid to students or adult passengers injured on bus;
11. May install and remove tire chains when necessary;
12. Does related work as required

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

SALARY: As per CSEA contract

FINAL DATE FOR FILING: Open until filled

SEND ALL INTEREST TO: hroffice@poughkeepsieschools.org
Dr. Timothy Wade
Assistant Superintendent of Administrative Services
18 S. Perry St.
Poughkeepsie, NY 12601
cc: smerritt@poughkeepsieschools.org

Internal applicants may apply with only a letter of interest including permission for the screening committee coordinator to review their personnel file. The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age or marital status; nor does it apply any other arbitrary measure, which would tend to deprive persons of their constitutional rights.