



## POSTING #12

### THE EAST GREENBUSH CENTRAL SCHOOL DISTRICT, NEW YORK

An Equal Opportunity/Affirmative Action Employer

- DATE OF POSTING:** September 20, 2023
- POSITION:** Substitute School Bus Driver – Transportation Department
- SALARY:** Substitute Rate - \$22.25 per hour (Step 1) - \$26.48 per hour (Step 3)  
*Salary determined from the East Greenbush CSEA agreement*
- CLOSING DATE:** Continuous Recruitment
- EXAMPLES OF DUTIES:** Operates a school bus on a regular schedule or on special occasions; checks the operating conditions of the bus before starting on a trip; reports any operational defect to immediate supervisor; informs children about safety practices; maintains orderly conduct of children on bus; keeps interior and exterior of vehicle clean and neat; maintains records of mileage, routes, times and incidents; prepares and maintains maps of routes and pick-up points; assists handicapped students with getting on and off the bus and being seated when necessary.
- REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Applicant must have good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under difficult 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 children and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the demands of the position.
- MINIMUM QUALIFICATIONS:** Eligibility for the appropriate level New York State Driver's License at the time of application. Possession of license at the time of appointment and must maintain the license throughout the term of employment. Drivers must be at least 21 years of age.
- NOTE:** In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulation of the New York State Commissioner of Education.
- APPLY:** All interested and qualified individuals wishing to become candidates for this position **MUST** submit a complete application packet that includes a cover letter, up-to-date resume, current district application and Rensselaer County Civil Service application (found on district website) to:

*Marissa Cannon  
Director of Human Resources  
East Greenbush Central School District  
29 Englewood Avenue  
East Greenbush, NY 12061*

In accordance with SAVE Legislation fingerprint supported criminal background check required for selected applicant. The East Greenbush Central School District does not discriminate on the basis of race, color, national origin, sex, disability, age, or marital status, sexual orientation or any other characteristic protected by State or Federal law in any of its employment decisions; and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans With Disabilities Act of 1990, and NYS Human Rights Laws.

Administration Center, 29 Englewood Avenue, East Greenbush, New York 12061

Phone: (518) 207-2528 Fax: (518) 477-4833