



**Mechanicville City School District
Notice Of Vacancy
Transportation Supervisor**

External applicants should apply to <https://mechanicville.recruitfront.com/JobPosting?JID=80563> or utilize the QR Code by 4/21/2026.



TRANSPORTATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position involving responsibility for the safe and efficient operation and maintenance of the transportation facilities of a school district. Because the transportation of children is involved, the safety factor is of the utmost importance. Consequently, the incumbent must be aware at all times of the need to observe special cautionary measures in overseeing the transportation program and related repair and maintenance activities. The class differs from Head Bus Driver, Head Automotive Mechanic or equivalent titles because of the overall direction of the transportation program, including the supervision of maintenance and repair staff as well as bus drivers. The work is performed under the general supervision of the Business Manager or other school administrative officials, allowing considerable leeway for the exercise of independent judgment. Supervision is exercised over the work of all subordinate transportation personnel. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only)

Oversees the establishment of routines to be followed and preparation of time schedules for buses for public and non-public in the school district;

Supervises service, maintenance and repair of all school district vehicles and ensures vehicles meet all accepted safety standards and requirements;

Prepares periodic reports which include routing data information, mileage usage, bus utilization, repair costs, inspections;

Responsible for processing all department payroll;

Recommends appointment and dismissal of transportation employees and sets standards of performance;

Prepares transportation routes and maps; assigns substitute bus drivers for all extracurricular trips, including those for athletic teams;

Establishes a preventative maintenance schedule and ensures adherence by drivers and mechanics;

Supervises loading and recommends stopping places for buses;

Purchases or oversees the purchases of all bus supplies including gasoline, tires, lubricants, anti-freeze and repair parts;

Completes accident reports and the filling of necessary insurance forms and department of transportation records;

Addresses complaints regarding bus routing and scheduling, designation of bus stops, transportation personnel and student bus discipline;

May handle formal grievances from transportation employees;

Coordinates in-service training programs for transportation staff required by NY State Education Department and school district;

Assures there are adequately trained substitute bus drivers available when needed;

Fills in as School Bus Driver, as needed;

Assists in the preparation of the annual transportation budget;

Supervises bus drivers and transportation personnel to ensure they comply with the policies of the School Board as they relate to safety, courtesy, reporting and self-responsibility; Prepares specifications for new vehicles and equipment; Prepares a variety of records related to the work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of standard transportation methods and the operation of buses; good knowledge of the district; good knowledge of automotive repair methods and of the terminology and tools of the trade; good knowledge of driving safety practices; good knowledge of New York State Motor Vehicle Law, and applicable regulations of the Public Service Commission; ability to plan and supervise the work of subordinates; ability to keep records and make reports; tact; courtesy; dependability; physical condition commiserate with the demands of the position.

MINIMUM QUALIFICATIONS (EITHER)

a) Graduation from a regionally accredited or New York State registered two-year college with an Associates Degree in Business Administration or Transportation Management and two years of experience in the transportation operations field; OR

b) Graduation from high school or possession of a GED and four (4) years of experience in maintenance and repair of automotive equipment; OR

c) Graduation from high school or possession of a GED and four (4) years of experience in the operation of multi-passenger vehicles or the dispatching of motor equipment.

SPECIAL REQUIREMENTS

- Possession of a valid Commercial Driver License (CDL) Class B with Passenger (P) and School Bus (S) endorsements;
- Possession of NYS School Bus Driver Instructor (SBDI) Certification; Possession of NYS 19A Examiner certification.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

Notice to candidates:

This vacancy will be filled by a certified list provided by Mechanicville City Civil Service. Should no certified list be available, candidates appointed to this position will serve in a provisional appointment in accordance with New York State Civil Service Law. The candidate must successfully complete a competitive examination and be eligible for appointment in accordance with Civil Service Law.

A fingerprint-supported criminal history background check is required by law for employment in New York State Schools.

Competitive salary — commensurate with experience

Benefits per the Management Confidential Agreement

The Mechanicville City School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officer(s) will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The Mechanicville City School District's Civil Rights Compliance Officer is: Taryn Breen, Mechanicville City School District, 25 Kniskern Ave, Mechanicville, NY 12118; phone: 518-664-5727, email: tbreen@mechanicville.org. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646) 428-3843, email: NewYork@ed.gov.