

# **Mahopac Central School District**

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# **POSTING**

TO: Staff  
FROM: Human Resources Office  
DATE: December 3, 2020  
SUBJECT: Posting of Positions

*The District is seeking candidates for the following positions:*

## ***FULL-TIME SCHOOL BUS DRIVERS***

***Four (4) Positions***

***Salary as per USWOM Collective Bargaining Agreement***

Interested and qualified internal candidates must apply by submitting their resume and letter of interest via email to Lisa Lynch in the Human Resources Office: [lynchl@mahopac.org](mailto:lynchl@mahopac.org)

The deadline for application is **WEDNESDAY, DECEMBER 16, 2020**

The Mahopac School District is an Equal Opportunity Employer.

cc: **All Building Principals – PLEASE POST**

Mr. Anthony DiCarlo, Superintendent of Schools

Ms. Sandra Clohessy, Assistant Superintendent for Business

Dr. Greg Stowell, Assistant Superintendent for Pupil Personnel and Educational Services

Mr. Michael Tromblee, Asst. Supt. for Curriculum, Instruction and Professional Development

Mr. Edward Caperna, USWOM Unit

**Non-Competitive Class (Schools Districts)**  
**BUS DRIVER/CLEANER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine manual work involving responsibility for the safe transportation of school children on an assigned bus route and for the performance of simple cleaning tasks. Work is performed under general supervision in accordance with established routines. Performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only): Operates a school bus on a regular schedule or on special occasions; Checks oil, water, gasoline, and tires before starting a trip; Directs children on safety practices when entering and leaving bus; Maintains orderly conduct of children on bus; Dusts chairs, tables, desks and other furniture; Washes windows, walls, woodwork, water closets, tubs and bowls; Sweeps, mops, and washes floors; Gathers and disposes of refuse; Cleans and polishes furniture and brass; Performs a variety of related activities as required.

*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 above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the operation of a bus and of the safety practices and traffic laws and regulations; working knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; thoroughness; dependability.

**MINIMUM QUALIFICATIONS:**

1. Must be at least twenty-one (21) years of age at time of appointment.
2. Eligibility for the appropriate level New York State Drivers License at the time of application; possession of the appropriate level New York State Drivers License at time of appointment.
3. Must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioners of Education and Motor Vehicles.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check..