

Bus Driver / Bus Driver Substitutes or Bus Monitor

Application Process

MUST BE 21 YEARS OF AGE

In order to apply for the positions of **Bus Driver / Bus Driver Substitutes or Bus Monitor** kindly complete the below information and forward this information to:

Sara E. Klimek, Chief Human Resources Officer
Human Resources Department
929 York Street
Utica, New York 13502
(315) 792-2243

- **Letter of interest**
- **Completed Application**
- **Bus Driver / Bus Driver Substitute Application, including:**
 - ❖ **Driving Record Abstract**
- **Resume**
- **Three (3) Letters of Reference**
- **Fingerprint clearance**
- ❖ Please note that all applications need to be completed in their entirety. *Do Not Indicate "See Resume".*



Utica City School District

929 York Street
Utica, New York 13502

Phone (315) 792-2243
Fax (315) 792-4885

BUS DRIVER / SUBSTITUTE BUS DRIVER REQUIREMENTS

1. **MUST BE 21 years of age or older.**
2. Must submit three (3) letters of recommendation with your application from three (3) different people not related to you by blood or marriage.
3. Must submit an abstract of your driving record, which must be obtained from the New York State Department of Motor Vehicles.
4. Your completed application, along with the above information, must be forwarded to the Personnel Department for approval to proceed with the hiring process.
5. With approval from the Personnel Department, the Utica City School District with Durham will schedule you for a Physical Examination.
6. Upon Successful completion of the Physical Examination, your application will be submitted to the Board of Education for Approval.
7. If the Employment is approved you will be given an orientation by the Bus Dispatcher and will be Road Tested.
8. As a new employee you will be required to complete **thirty (30)** hours of training **prior** to the completion of your first year of driving.

IN ADDITION TO THE ABOVE REQUIREMENTS, **PLEASE NOTE THE FOLLOWING INFORMATION:**

1. In the absence of a driver on a given run, the run may be assigned as an extra run on the basis of *seniority*.
2. Beyond the time needed to complete the bus run, employees are allowed **fifteen (15)** minutes for cleaning, inspecting and gassing the bus.