

**Location: Transportation**

**TYPICAL WORK ACTIVITIES:**

- Serves as transportation telematics software specialist. Responsible for troubleshooting potential telematics hardware and software issues to determine a proper resolution. Telematics software issues encompass the transportation routing & scheduling systems, GPS systems, driver tablets, parents facing bus information mobile device apps, etc;
- Assists the Transportation Director in the operation, development and revision of computerized bus routes in the district computerized fleet routing and scheduling program in accordance with district policies and state education guidelines for public, non-public, and special needs students;
- Works with school office staff, transportation office personnel, drivers to add, delete, modify or otherwise maintain bus routes and student databases;
- Schedules routing times and bus stops by computation of bus capacity, travel time and student numbers for both public and non-public pupils in the district;
- Assist the School Bus Garage Dispatcher with answering 2-way radio, answering phones, receiving/resolving complaints pertaining to school bus fleet operations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Experience with telematics or similar field;
- Strong diagnostic and troubleshooting skills;
- Thorough knowledge of the geographic and street locations within the school district;
- Experience with computerized routing and scheduling system and all of the program components;
- Working knowledge of New York State Department of Education, Transportation, Motor Vehicle rules, policies and regulations, and law with respect to student transportation;
- Ability to plot right turns, left turns, stops, bus run times from beginning to end of bus route by using a computerized program.

Graduation from high school or possession of a general equivalency diploma and five (5) years of the operation of a school bus as part of a school bus fleet; OR

Graduation from high school or possession of a general equivalency diploma and five (5) years paid computer experience in the area of installation, configuration, troubleshooting and maintenance of computer systems and networks. Two (2) years of which must have been full-time, paid experience working with transportation routing/dispatching software in a school transportation or other transportation logistics environment.

Any candidate with permanent Civil Service status as a Transportation Telematics Specialist (or reachable on existing Civil Service eligibility list) may apply. In the event a list does not exist, the successful candidate will be appointed provisionally. Candidate will be required to subsequently pass the Transportation Telematics Specialist exam and be reachable on the Civil Service certified list.

**SPECIAL REQUIREMENT:** At time of appointment candidates must be at least 21 years of age and possess a valid Class B license with P and S endorsements, issued by the New York State Department of Motor Vehicles.

Address cover letter to:

*Ellen Dorato, Assistant Transportation Supervisor  
Bethlehem Central Transportation Department  
82 VanDyke Road  
Delmar, NY 12054*

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External applicants should apply to <https://bethlehemschools.recruitfront.com/JobPosting?JID=35074> or utilize the QR Code below:



Application Deadline Date: **5/31/2023**

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The Bethlehem Central School District does not discriminate on the basis of race (defined as, but not limited to, ancestry, color, ethnic group identification, and ethnic background, as well as traits historically associated with race including hair texture and protective hairstyles), color, national origin, creed, disability, sex, sexual orientation, marital status, age, military status or any other protected status in its educational programs, employment or any other activities and provides equal access to the Boy Scouts and other designated youth groups. Further, it is unlawful for an employer to retaliate against any individual because that person filed a complaint, opposed any unlawful practice or testified or assisted in an investigation or proceeding. New Title IX regulations took effect in 2020 to protect students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. District personnel have received training on the new Title IX regulations.