



## CARTHAGE CENTRAL SCHOOL DISTRICT

36500 NYS Route 26  
Carthage, New York 13619  
315-493-5000 F: 315-493-7036  
[www.carthagecsd.org](http://www.carthagecsd.org)

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### JOB ANNOUNCEMENT

#### **Director of Transportation**

Carthage Central School District

The Carthage Central School District invites qualified candidates to apply for the position of Director of Transportation. The Director of Transportation is responsible for comprehensive supervision of the entire transportation department. The successful candidate will be expected to be able to exercise independent judgment in managing transportation operations and will be responsible for ensuring the safe and efficient operation of the transportation department. This is a full-time provisional position available immediately.

#### **Key Responsibilities:**

- Develop routes for various drivers, ensuring optimal efficiency and student safety.
- Create and manage time schedules for buses to ensure smooth operations.
- Supervise the mechanics to ensure the service, maintenance, and repair of all school district vehicles.
- Write detailed specifications for new vehicles and equipment, adhering to industry standards.
- Conduct road tests and training for new drivers, ensuring their readiness for service.
- Assist in the preparation of State transportation reports and map bus routes.
- Maintain accurate records of mileage and the number of pupils transported.
- Generate periodic reports detailing operating costs for each bus, including expenses for fuel, parts, labor, and other factors.
- Approve all purchases of parts and materials to support maintenance and repairs.
- Coordinate special trips, including those for athletic teams, and maintain Bus Driver time records for payroll purposes.
- Other duties as assigned by the District

#### **Qualifications:**

Qualified candidates for this role should possess the following qualifications and attributes, in line with civil service job candidate requirements:

- Thorough knowledge of standard transportation methods and bus operations.
- Good knowledge of automotive repair methods, tools, and terminology.
- Familiarity with the geography of the District and driving safety practices.
- Strong understanding of the New York State Motor Vehicle Law and Public Service Commission regulations.
- Proven ability to plan, supervise, and manage subordinate transportation staff.
- Excellent record-keeping skills and the ability to generate accurate reports.
- Exceptional interpersonal skills and the ability to work collaboratively.
- Physical fitness commensurate with the demands of the position.

## **Application Process:**

Applicants meeting the qualifications outlined above are invited to submit to the District the following:

1. A completed Jefferson County Civil Service application available at:  
<https://jefferson-portal.mycivilservice.com/08-22-APPLICATION-FOR-EXAMINATION.pdf>

Please note, submit your completed application to the District, not directly to the civil service office.

2. An up-to-date resume, cover letter, and list of references. Please submit these materials to:

Lisa K. Smith  
Assistant Superintendent for Business  
Carthage Central School District  
36500 NYS Route 26  
Carthage, NY 13619  
[lisasmith@carthagecsd.org](mailto:lisasmith@carthagecsd.org)

The Carthage Central School District values diversity and is an equal opportunity employer. We encourage candidates from all backgrounds to apply and contribute to our mission of ensuring safe and efficient student transportation.

For more information about the Carthage Central School District, please visit [www.carthagecsd.org](http://www.carthagecsd.org)