



"History's Hometown"

CITY OF AUBURN

Civil Service Commission

Issued: September 8, 2025

**CITY OF AUBURN
MUNICIPAL CIVIL SERVICE COMMISSION
AUBURN, NY 13021**

Announcement of promotional

**Transportation Supervisor
For the Auburn Enlarged School District**

EXAMINATION #70-005-490

EXAMINATION DATE: November 15, 2025

LAST FILING DATE: October 16, 2025

APPLICATIONS MUST BE POSTMARKED

NO LATER THAN: October 16, 2025

SALARY: per contract

MINIMUM QUALIFICATIONS:

Candidates must have been employed as a Dispatcher for the Auburn Enlarged School District. High school diploma or equivalency diploma and five (5) years experience in school transportation including the responsibility for routing and supervising transportation personnel.

NOTE: PROOF OF EDUCATION MUST ACCOMPANY YOUR APPLICATION.

VACANCY:

The eligible list established as a result of this examination will be used to fill vacancies as they occur.

RESIDENCY REQUIREMENTS:

Candidates must have been legal residents of New York State for at least 30 days immediately preceding the date of the examination. Under Section 23.4a of Civil Service Law, preference may be given to those successful candidates who are residents of the Auburn Enlarged School District for (30) thirty days immediately preceding the date of the written examination.

BACKGROUND INVESTIGATION:

Applicants may be required to undergo a State and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background check may result in disqualification.

APPLICATION FEE:

The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

Send Check or Money Order payable to the **CITY TREASURER**

Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

Pay online here: <https://pay.xpress-pay.com/org/A4565D4541A1475>

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the supervision of a transportation system of a school district. Under general supervision, an employee in this class is responsible for coordinating and supervising all aspects of the transportation program including scheduling of the bus runs, employee work assignment, vehicle maintenance and safety, training and evaluating bus drivers, compliance with laws and regulation related to school bus operation and required reporting. This class differs from Head Bus Driver or equivalent titles because of the overall direction of the transportation program including day-to-day supervision of maintenance and repair staff as well as bus drivers. The work is performed under general supervision of the Assistant Superintendent for Personnel, Finance and Operations allowing considerable leeway for the exercise of independent judgment. Supervision is exercised over the School Bus Drivers. The incumbent does related work as required.

SUBJECT OF EXAMINATION:

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Following directions (maps)

These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

2. Bus driving practices, techniques and traffic laws

These questions test for knowledge of the principles and practices involved in the proper and safe operation of passenger buses; and the rules and regulations of the New York State Motor Vehicle and Traffic Law governing passenger bus operation, highway safety, and rules of the road.

3. School transportation management

These questions test for knowledge of the principles and practices involved in managing a school transportation system, including regulations of the New York State Departments of Education, Motor Vehicles, and Transportation covering the operations, personnel, and equipment involved in school transportation programs.

4. Bus driver recordkeeping and scheduling

A test that requires candidates to work with simple records using general record-book or card-type formats. Questions are based on given records, which usually must be completed by the candidate before the questions can be answered. In order to answer all questions in this subtest correctly, the candidate generally must:

a. Follow written directions to understand the purpose and use of the record, and to understand the question; b. Make correct entries in appropriate sections of the record; c. Identify which entries are required to answer the question.

A knowledge of bookkeeping, account keeping, or other technical information or technology is not necessary to answer these questions. A knowledge of simple arithmetic functions may be required.

5. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

TEST GUIDE:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

CALCULATOR:

Use of calculators is **ALLOWED** for this exam. Devices with typewriter keyboards, 'Spell checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators', 'Dictionaries', or any similar devices are prohibited. Cell phones are not allowed in the examination room.

MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

RELIGIOUS OBSERVER:

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

SPECIAL ACCOMMODATIONS:

If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

MILITARY/ACTIVE DUTY:

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

VETERANS CREDITS:

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

HOW TO APPLY:

Apply online here: <https://auburn-portal.mycivilservice.com>

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed (\$1.34 postage) envelope to:

Auburn Civil Service Commission
Memorial City Hall, Room 208
24 South Street
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: www.auburnny.gov under Job opportunities.

TIME AND PLACE OF EXAMINATION:

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the “Application for Examination” will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

SENIORITY CREDITS:

Seniority credits will be added according to the schedule attached to this announcement.

SCHEDULE FOR COMPUTING SENIORITY

One point for each creditable five –year period

Less than 1 year	NO points
1 year to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

Up to 5 points max

Auburn Civil Service Commission:

**John C. Hardy
Mikel E. Zank
Christina Tomasso**

An equal opportunity employer