



# DEPEW UNION FREE SCHOOL DISTRICT

DISTRICT OFFICES  
5201 S. Transit Road  
Depew, New York 14043-4335  
[www.depewschools.org](http://www.depewschools.org)

Hank Stopinski, Ed.D.  
Superintendent of Schools  
(716) 686-5105  
Fax (716) 686-5101

## INTERNAL/EXTERNAL ANTICIPATED NOTICE OF VACANCY

**POSITION:** Head Bus Driver

**LOCATION:** Depew UFSD Bus Garage

**TYPE OF APPOINTMENT:** Full-Time, Probationary

**START DATE:** July 1, 2023

**SALARY:** Based on Experience and Qualifications

### MINIMUM QUALIFICATIONS:

- Graduation from a senior high school or possession of a high school equivalency diploma
- Strong interpersonal skills
- Possession of excellent oral and written communication skills
- Ability to understand and follow complex oral and written instructions ability to read, understand and perform work from plans, rough sketches, schematic designs, and maps
- Ability to assess situations and people accurately and to adopt an effective course of action
- Good computer aptitude
- Ability to perform the essential functions of the position with or without reasonable accommodation understanding the physical demands of the position

### SPECIAL REQUIREMENTS:

- Clean driving record
- Possession of a valid Commercial Driver's License — Class B with School Bus (S) and Passenger (P) endorsement by the State of New York at the time of appointment
- New York State Department of Motor Vehicles, Article 19A Certified Examiner by end of probationary period

### DESIRED SKILLS/APPLICATION:

- Prefer One (1) year of satisfactory experience with bus routing software;
- Three (3) year's experience in driving a school bus
- Five (5) years of satisfactory experience in school bus operations which includes at least Two (2) years in training subordinates
- Experience in supervisory role
- Experience in dealing with the public

*"Inspiring, Challenging, Achieving"*

- Possession of strong organizational skills
- Ability to plan, schedule and supervise the work of others
- Ability to keep and maintain records and reports
- Working knowledge in Microsoft word and Excel programs

**DEADLINE:**

**June 6, 2023**

**EXTERNAL  
APPLICATION:**

Please submit an on-line application at [www.wnyric.org](http://www.wnyric.org). Materials to be submitted on-line include: application, letter of interest, resume, transcripts, certification, and 3 reference letters. Applications will not be considered unless all required materials are submitted online.

**INTERNAL  
APPLICATION:**

Please submit a letter of interest and direct any inquiries to:  
Mrs. Donna L. Hill, School Business Administrator  
Depew Union Free School District  
5201 S. Transit Road, Depew, N.Y. 14043

**May 19, 2023**