

TRANSPORTATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Supervises the transportation system of a school district including recruitment, training and assignment of bus drivers, scheduling of runs, ensuring that all vehicles and equipment meet state requirements and are inspected, serviced and repaired properly. May operate a school bus as needed. This class differs from that of a Head Bus Driver by virtue of the fact that incumbents spend a greater percentage of their time (approximately 50% or more) on administrative matters and less time driving a bus. This class also differs from Sr. Automotive Mechanic in that incumbents have overall responsibility for supervising the transportation equipment maintenance and repair program, and spend less time actually performing maintenance and repairs. The work is performed under the general direction of a member of the school district administrative staff. Direct supervision is exercised over Bus Drivers and other personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Prepares time schedules for buses and approves changes;
- Determines routes, length of routes, and stops to be made;
- Determines routes to be followed by various drivers;
- May act as intermediary between students, parents, bus drivers and contract operators;
- Interviews driver applicants, checks references and makes recommendations regarding employment;
- Trains new drivers and assists in obtaining CDL license with proper endorsements, and ensures that drivers receive ongoing training as required;
- Ensures that proper driver certifications are maintained as required by various government agencies;
- Evaluates drivers and other transportation employees, and maintains a personnel file as required;
- Initiates disciplinary action when required;
- Prepares all State transportation reports and maps of bus routes;
- Maintains a variety of records such as a daily record of mileage, number of pupils carried, number of stops made on each route, accident reports;
- Prepares a variety of reports such as monthly report of gasoline used, etc.;
- Arranges for all special bus trips including those for athletic teams;
- Makes estimates of repair costs, prepares requisitions for materials;
- Oversees purchase, storage and inventory of parts and materials;
- Assists in preparation of transportation budget;
- Directs the servicing and general repair of motor equipment, which may be performed by school district staff or on a contractual basis;
- Makes recommendations relative to replacement of buses, and disposition of used buses;
- May confer with highway superintendents and school administration and make recommendations relative to emergency closing of schools.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws, regulations and policies relating to school district pupil transportation; Good knowledge of school district transportation methods and operations; Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; Working knowledge of standard automotive repair methods and of the terminology and tools of the trade; Ability to understand and follow complex oral and written directions; Dependability: Ability to supervise the work of others; Ability to get along well with others; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Either** (A) Three years of experience as a full-time paid operator of a motor vehicle or its part-time equivalent, which shall include some experience in automotive repair and maintenance;
- OR** (B) Three years of full-time paid experience as an automotive mechanic or its part-time equivalent;
- OR** (C) Any equivalent combination of training and experience, as defined by the limits of (A) and (B) above, sufficient to indicate the ability to perform the duties of the position.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Eligibility for the appropriate level New York State Driver's License at the time of application. Possession of license at time of appointment. School Bus Drivers must meet the qualifications of the applicable parts of Article 19A of the Vehicle and Traffic Law, Part 6 to the Regulations of the Department of Motor Vehicles (Commissioner's Regulations) and Section 156.3 of the Regulations of the Department of Education (Commissioner's Regulations).