

ASSISTANT TRANSPORTATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the supervision of a school transportation program. An employee in this class assists the Transportation Supervisor in efficiently operating all aspects of the transportation program including scheduling of the bus runs, employee work assignments, vehicle maintenance and safety, training and evaluating bus drivers, compliance with laws and regulations related to school bus operation and required reporting. Supervision may be exercised over Automotive Mechanics, Automotive Mechanic Helpers, School Bus Drivers and School Monitors. Work is reviewed by the Transportation Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the School Transportation Supervisor in some or all of the following areas:

- Supervises automotive mechanics and helpers in the repair and maintenance of vehicles involving motor tune up, brake relining, carburetor repairs, grease and oil jobs, repair to universal and transmission, installing gaskets, radiator repairs, etc.
- Schedules routine maintenance for school buses to insure safe and efficient operation of vehicles.
- Periodically checks all vehicles for compliance with safety laws and need for repair or maintenance work.
- Establishes school bus routes and time schedules in coordination with chief school executive or other administrative superior.
- Assigns school bus drivers to routes and sees that every route is covered on a daily basis. Receives and resolves routing and bus stop problems, complaints and other problems involved in a bus run.
- Orients and trains new bus drivers.
- Re-evaluates driving habits of veteran bus drivers.
- Maintains necessary records involving time sheets/cards, personnel, material costs, equipment and parts inventory, etc.
- Prepares and submits required reports to the School Board and other governmental agencies as directed.
- May confer with parents and principals on student behavior problems.
- May assist in vehicle repair work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles and practices of school bus operation; Good knowledge of standard transportation methods and programs as related to school districts; Good knowledge of current New York State Motor Vehicle Laws, rules and regulations as applied to the operations of school buses; Good knowledge of standard safety practices as applicable to school transportation programs; Good knowledge of standard methods, materials, tools and technology used in the maintenance and repair of school buses; Good knowledge of the principles and practices of supervision; Ability to supervise and evaluate subordinates in a manner conducive to full performance and high morale; Ability to judge the efficiency and safety of motor vehicles and the usefulness of deteriorating motor equipment; Ability to maintain basic records; Ability to establish and maintain harmonious working relationships between drivers, parents, principals and students.

MINIMUM QUALIFICATIONS:

Open-Competitive:

Three (3) years of work experience, or its part time equivalent, in school transportation, commercial bus or truck transportation, repair and maintenance of motor vehicles, or a closely related field, which included responsibility for routing, scheduling personnel, or maintenance of vehicles.

SPECIAL NECESSARY REQUIREMENT

Eligibility for the appropriate level NYS Driver's License at the time of application. Possession of license at the time of appointment. Must meet the qualifications of the applicable parts of Article 19A of the NYS Vehicle and traffic Law.

Established 9/9/2020 - PO

Competitive Class