

SUPERVISOR OF TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: This position involves the overall supervision of a school district's transportation system which includes responsibility for safe, efficient and economical operation and maintenance. The incumbent acts as a liaison between the transportation department, parents, students, teachers and school administrators. Supervision is exercised over bus drivers, mechanics and other transportation department personnel. The work is performed under the general supervision of a higher level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements department rules and regulations with assistance from the administration;
Maintains liaison with parents, students, teachers and school administrators;
Receives, reviews and resolves any complaints regarding services;
Prepares tentative departmental budget proposals;
Assists with routing problems and reviews all bus routes, stops, loads and scheduling of buses to obtain optimum efficiency;
Interviews bus drivers and other transportation department personnel for hiring;
Monitors weather and road conditions in order to make recommendations to school administrators as to when the fleet should not run;
Prepares operating cost reports for each bus which includes gasoline, oil, grease, parts, labor and maintenance;
Prepares State Transportation reports;
Keeps a daily record of mileage and number of students carried;
Oversees and assists in the enforcement of rules of behavior which apply to student riders and refers serious problems to a principal;
Approves all transportation purchases and bills;
Confers with administrative personnel regarding transportation department purchases;
Maintains time records of subordinates for payroll purposes;
Supervises arrangements for special trips;
Attends various meetings as a representative of the transportation department;
May assist Mechanics with vehicle repair;
May prepare a schedule for the transportation department's bus and vehicle replacement;
May operate a school bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of typical school district's transportation methods and operations;

Good knowledge of the New York State Vehicle and Traffic Law and applicable regulations of the Commissioner of Education and Motor Vehicles;

Good knowledge of the geography of the school district;

Good knowledge of business arithmetic and English;

Working knowledge of the general repairs required for school transportation equipment;

Working knowledge of automotive repair methods, terminology and tools of the trade;

Ability to carry out complex directions presented both orally and in writing;

Ability to plan and supervise the work of others;

Ability to keep records and prepare reports;

Tact;

Good judgement;

Dependability.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in business or public administration, automotive mechanic technology or related field and two years of supervisory experience in one or more of the following components of a transportation system including operations, scheduling, dispatching or automotive repair and maintenance; OR
- B) Graduation from high school or possession of an equivalency diploma and four years of experience in one or more of the following components of a transportation system including operations, scheduling, dispatching or automotive repair and maintenance, two years of which must have been in a supervisory capacity; OR
- C) An equivalent combination of training and experience as defined between the limits of A) and B) above.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Depending on the school district, the incumbent may be required to operate a school bus. If so, he/she must possess a CDL Class B license with passenger endorsement, as set forth in the Rules and Regulations of the New York State Commissioner of Education, State Education Law and the Vehicle and Traffic Law.

R629 1/27/03-revised 5/16/18

COMPETITIVE