



Jurisdiction Class: Competitive
Civil Division: School District
Adopted by YCCSC: 11/5/2013
Revised by PO: 11/22/2021

ASSISTANT SCHOOL TRANSPORTATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class assists in planning, assigning and directing the work of a substantial number of employees engaged in the operation and maintenance of school transportation equipment. The incumbent coordinates bus routes and time schedules for each school; and assists in the supervision of the maintenance and inspection of the vehicles. Supervision is received from the School Transportation Supervisor who reviews the work through conferences, written reports and results of state inspections. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Schedules and supervises the cleaning, servicing and maintenance of buses, vans and other equipment;
Plans and assigns major repairs, replacement and rebuilding of bus engines, transmissions, hydraulic and electrical systems in the district garage;
Trains and orients personnel; maintains state inspection reports and records; orders equipment, parts and supplies;
Coordinates planning, assigning and directing the work of school bus drivers, mechanics and other employees to facilitate the orderly operation of a large school transportation program;
Assists in the preparation and maintenance of a district transportation map, school bus routes, loading and unloading areas and driver schedules for all district schools;
Performs other duties assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation, maintenance and inspection practices, procedures and policies governing school transportation programs;
Good knowledge of the New York State Vehicle and Traffic Law, applicable regulations of the Commissioners of Education and Motor Vehicles and other laws related to safety regulations and the operation of school district vehicles, buses and other transportation equipment;
Good knowledge of the geography of the school district;
Good knowledge of methods and terminology used in the repair and maintenance of school buses;
Ability to plan, assign and supervise the work of a large number of employees performing various functions in a manner conducive to full performance and high morale;
Ability to establish and maintain effective working relations with parents, students, school officials and other persons associated with the school transportation program;
Ability to prepare a variety of written reports, and to maintain accurate records;
Ability to express oneself clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a high school equivalency diploma; AND three (3) years of experience in the operation or coordination of a school district transportation program which shall have involved the operation, scheduling, and/or maintenance and repair of buses or other multi-passenger vehicles, one (1) year of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS:

- a) Possession of a valid New York State Driver's license Class B, with Passenger endorsement is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

- b) Candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.
- c) If the position involves examination of School Bus Drivers in accordance with Section 61.6 of the regulations of the Commissioner of Motor Vehicles and Article 19A of the Vehicle and Traffic Law, candidates must possess certification as an examiner issued by the NYS Department of Motor Vehicles at time of appointment.