

TRANSPORTATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an important supervisory position involving responsibility for the safe and efficient operation and maintenance of the transportation facilities of a school district. The work is performed under general supervision allowing considerable leeway for the exercise of independent judgment. Supervision is exercised over the work of all subordinate transportation personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and administers all aspects of transportation program to meet the requirements of the daily instructional program and extra-curricular activities;
Prepares bus routes and schedules for all public and non-public schools served by the District;
Recruits personnel and supervises training for all transportation personnel;
Cooperates with drivers, principals, parents and other school officials to maintain district standards for student behavior;
Supervises the maintenance of daily records of mileage, pupil data base, expense for oil, grease, parts, etc. and generates monthly and annual reports;
Supervises the maintenance of all district-owned transportation equipment and vehicles;
Develops and supervises preventive maintenance programs;
Authorizes transportation purchase of parts, tools and makes recommendations for changes in the fleet;
Supervises transportation input in payroll department; develops and maintains standards for the health and safety of Transportation employees;
Ensures compliance with all State and Federal laws and complies with all reporting requirements;
Cooperates with business office in insurance matters;
Advises Superintendent on road conditions and school closings;
Prepares and supervises the transportation budget to maximize the efficiency and effectiveness of the department;
Works cooperatively with school personnel, students and the community;
Performs other duties as assigned by the Superintendent of Schools (or designee) and the Board of Education.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of standard transportation methods and the operation of buses;
Good knowledge of automotive repair methods and of the terminology of tools of the trade;
Good knowledge of the geography of the district;
Good knowledge of driving safety practices.
Good knowledge of the New York State Motor Vehicle Law and applicable regulations of the Public Service Commission;
Ability to plan and supervise the work of subordinates;
Ability to keep records and make reports;
Ability to get along well with others;
Dependability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

- (a) Five years of experience in the operation of multi-passenger vehicles **OR** the dispatching of motor equipment **OR** experience in the coordination of a transportation program which shall involve any of the experience stated above; **OR** any combination of training and experience equal to or greater than that previously described.

PROMOTIONAL QUALIFICATIONS:

Six months as an Assistant Transportation Supervisor at the same location as the appointing authority,

Jurisdiction Class:	Competitive
Civil Division:	County
YCCSC:	8/7/96 - Revised
Revised by PO:	2/2/16

