

TRANSPORTATION SUPERVISOR

GENERAL STATEMENT OF DUTIES: Directs and supervises the administrative operations of a school district transportation department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This a supervisory position involving responsibility for the safe and efficient operation and maintenance of the transportation facilities of a school district. Because the transporting of children is involved, the safety factor is of utmost importance. Consequently, the incumbent must be aware at all times of the need to observe special cautionary measures in overseeing the transportation program and related repair and maintenance activities. This class differs from Head Bus Driver, Head Automotive Mechanic or other equivalent titles because of the overall direction of the transportation program including the supervision of maintenance and repair staff as well as Bus Drivers. The work is performed under general supervision of the Superintendent of Schools or other school administrative official allowing considerable leeway for the exercise of independent judgment. Supervision is exercised over the work of all subordinate transportation personnel.

EXAMPLES OF WORK; (ILLUSTRATIVE ONLY)

- Oversee the establishment of routes to be followed and preparation of time schedules for buses for public and non-public pupils in the school district;
- Oversees service, maintenance and repair of all school district vehicles;
- May conduct individual driver qualification biennial oral or written exams in accordance with Vehicle and Traffic Law requirements and maintains appropriate records;
- Confers with members of the teaching and administrative staffs regarding request for transportation;
- Conducts initial employment investigations and inquires for the district to determine that School Bus Driver candidates are qualified in accordance with Law;
- Prepares periodic reports which include routine data information, mileage usage, bus utilization, repair costs, inspections and employee payrolls;
- May conduct periodic training and safety classes to reaffirm safe driving practices and resolve potential problems;
- Assists in the preparation of budgets and repairs specifications for purchases;
- Processes bids and prepares purchase orders;
- Maintains and promotes effective relationships with employees, professional staff and the public;
- Maintains maintenance records and submits periodic reports on the condition of vehicles and operating costs;
- Keeps administrators and drivers notified of changes in motor vehicle laws and regulations of concern to the district;
- May conduct biennial behind-the-wheel driving tests for each driver in accordance with Vehicle and Traffic Law regulations;
- Arranges for substitute personnel as required;

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- May schedule and oversee biennial physical examination of drivers by physician designated by the district and enters report in employees file;
- Make regular road trips to observe and evaluate driver's defensive driving performance in accordance with applicable Vehicle and Traffic Law regulations;
- Prepares a variety of records and reports related to the work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of safe transportation methods and the operation of school buses; good knowledge of the Vehicles and Traffic Law relating to school bus operations; good knowledge of the geography of the district; working knowledge of automotive repair methods, terminology and tools of the trade; ability to organize and conduct driver training and safety courses for School Bus Drivers; ability to operate a school bus; ability to plan, coordinate and oversee driver safety requirements on a large scale; ability to plan and supervise the work of others; ability to prepare and maintain a variety of records and reports; ability to get along well with others; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Either:

- (A) Three years of experience in the maintenance and repair of automotive equipment; or
- (B) Five years of experience in the operation of multi-passenger vehicles or the dispatching of motor equipment; or
- (C) An equivalent combination of training and experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- (A) Eligibility for the appropriate level driver's license issued by the New York State Department of Motor Vehicles at time of application. Possession of the license at time of appointment; and
- (B) Eligibility for certification as an examiner in accordance with Section 6.16 of the Regulations of the Commissioner of Motor Vehicles and Article 19-A of the Vehicle and Traffic Law at time of application. Possession of certificate at the time of appointment.

NOTE: If the position involves the operation of school busses, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education, State Education Law and Vehicle and Traffic Law.

02/28/80

06/26/91

CLASS: COMPETITIVE