

SCHOOL DISTRICT TRANSPORTATION SPECIALIST

483-G

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administering a transportation system and its activities in a school district. This position is a supervisory position responsible for assisting the Transportation Director in the management of subordinate personnel including drivers, aides, dispatchers, mechanics and clerical personnel. Work is performed under general supervision with leeway for making independent judgments in accordance with established policies, procedures and regulations. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

May schedule and assign routes to drivers;

Assists in the supervision and evaluation of subordinate employees;

Works with superiors to develop transportation safety procedures;

Assists in preparation of bid specs and transportation budget;

Establishes and implements training and record keeping processes to ensure drivers receive necessary training with regards to credentials, licenses, and endorsements of drivers;

Maintains personnel, inventory and other records as required;

Assures that drivers participate in required annual physical examinations and random drug testing;

Assumes responsibility of the department when the Transportation Director is absent;

May participate in the district's inclement weather/emergency procedures;

Prepares periodic reports which include routine data information, mileage usage, bus/van utilization, repair costs, inspections, and employee payrolls;

May assist in maintaining safety standards in conformance with state and insurance regulations;

Other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of standard transportation methods and the operation of buses and vans; thorough knowledge of state transportation laws, school bus safety procedures, traffic laws and regulations; good knowledge of the principles and practices of supervision; good knowledge of the geography of the school district; ability to plan, supervise and evaluate the work of subordinates; ability to keep records and make reports; ability to understand and follow oral and written directions; ability to get along well with others; mechanical aptitude; and mental alertness.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience involving the supervision of transportation personnel.

SPECIAL REQUIREMENTS FOR APPOINTMENT: Candidates must have successfully completed the New York State Department of Motor Vehicle Article 19-A Certification Program requirements by the time of appointment.

NOTE: Certain School Districts may require that candidates be certified as a Bus Driver Trainer or Examiner.

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Last Reviewed: 10/20/99
Jurisdictional Class: Competitive
Public Hearing : N/A
NYS Civil Service Commission Approval: N/A

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