

SUPERVISOR OF TRANSPORTATION (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for all aspects of the transportation system in a large school district, including supervision of all employees involved in the operation and maintenance of school buses. Work is performed under the general direction of the Business Manager or Business Administrator in accordance with established policies and objectives. Incumbents will be expected to independently resolve specific transportation or related problems with various administrative personnel in the district.

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.*

Prepares time schedules for buses and insures timely departures and arrivals;

Arranges for all special trips;

Determines routes to be followed by various drivers;

May supervise loading and determines stopping places for buses;

Prepares all State transportation reports, contracts, records, and maps of bus routes;

May initiate or approve all transportation purchases and bills;

Determines disciplinary rules to be applied on buses;

Prepares bus specifications, bids, and necessary state reports for aid purposes;

Prepares and periodically reviews plans for snow, ice, and other emergency or extraordinary conditions;

Reviews new laws and regulations concerning transportation and makes recommendations concerning policy changes;

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Establishes and coordinates all Bus Safety Programs, including driver training;

Establishes and maintains records on mileage, gasoline used, inventory control, and other aspects of the transportation operation;

Supervises repair work on buses and approved work orders for school mechanics or contractors;

Maintains time records for transportation employees for payroll purposes;

Establishes and maintains an inventory system for parts, tires, and repair items;

Assists in developing the annual transportation budget and is responsible for administering the budget during the year.

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

TERISTICS: Good knowledge of laws, rules, and other requirements pertaining to operating a school transportation system; good knowledge of standard transportation methods and of the operation of buses; good knowledge of automotive repair methods and of the terminology and tools of the trade; ability to plan and supervise the work of others; ability to prepare reports and keep records; good knowledge of general repairs required for school transportation equipment; dependability; and ability to get along well with others.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in the operation or repair of buses and other equipment used in the transportation of passengers; or
- (B) Four (4) years of experience as indicated in (A) above; or

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(C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT: Possession of the appropriate level New York State Operator's license at the time of appointment (Class B).

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Last Reviewed: November 4, 1981
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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