

DEPARTMENT: SCHOOLS
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 2, 2010

SUPERVISOR OF TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for the efficient and economical operation and maintenance of the transportation system of a school district. Work is performed under the general supervision of the chief school officer, business manager or other superior permitting considerable leeway in carrying out the duties of the position. Supervision is exercised over the work of bus drivers and automotive mechanics through inspection of vehicles and observance of their operation. Has general supervision over the transportation system of a large school district. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Determines routes to be followed by all drivers, keeping in mind maximum safety and efficiency of operation;
2. Determines the location of bus stops in accordance with board policy regarding distance intervals between stops;
3. Consults with school administrative personnel to coordinate transportation service with school schedules;
4. Develops a schedule to provide for the assignment of buses and drivers to special trips during the school year;
5. Develops procedures to insure maximum safety in the operation of buses on school premises and in the loading and unloading of pupils at designated areas on such premises;
6. Supervises training programs for school bus drivers;
7. Holds meetings with school bus drivers regarding immediate problems associated with safety;
8. Supervises a daily check of buses to insure that they are in safe operating condition;
9. Prepares specifications for the purchase of new buses and for contract transportation services;
10. Supervises repair work on buses and approves work orders for school mechanics or commercial garages;
11. Consults with parents concerning transportation problems;
12. Supervises the accumulation of data for transportation cost analysis purposes;
13. Prepares requisitions for the purchase of transportation supplies and equipment;
14. Assists in the development of the annual transportation budget;
15. Prepares state transportation reports, including the data required for state aid reimbursement;
16. Interviews prospective drivers, tests their ability to drive a school bus, make recommendations for employment to his immediate supervisor;
17. Verifies time records of transportation personnel for payroll purposes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of standard transportation methods in the operation of a bus fleet; good knowledge of automotive repair methods and of the terminology and tools of the trade; good knowledge of the geography of the district; good knowledge of safety procedures and practices in the operation of automotive equipment; good knowledge of the New York State Motor Vehicle Law; 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:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Five (5) years of permanent non-competitive status as a Head Bus Driver at Niagara Wheatfield Central School.

OPEN-COMPETITIVE: Graduation from high school or possession of an equivalency diploma **and** three (3) years of experience in the operation or repair of a bus or motor vehicle which requires possession of a Commercial Driver's License (CDL), Class B with a P Endorsement issued by the New York State Department of Motor Vehicles **and** two (2) years of supervisory experience responsible for personnel.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Possession of a Commercial Driver's License (CDL), Class B with a P Endorsement issued by the New York State Department of Motor Vehicles. Candidates must satisfy the requirements for Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education and New York State Vehicle and Traffic Laws **and** must possess a School Bus Driver Instructor (SBDI) Certificate and a Section 19A Examiner Certificate within one (1) year of appointment:

Compliance is the responsibility of the appointing authority who must advise the Niagara County Civil Service Commission of the candidates' compliance when submitting appointing Report of Personnel Change. The Special Requirement can be waived if the School District submits an administrative letter indicating that the employee will not drive school buses nor train others to operate school buses if this would require the employee to drive.