

SUPERVISOR OF TRANSPORTATION

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| Location: | Tioga County School Districts |
| Classification: | Competitive |
| Salary: | To be determined |
| Adopted: | 4/1/72; Revised 8/99, Tioga Co. Personnel & Civil Service |

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for the safe and efficient operation and maintenance of the transportation facilities involving a fleet of buses of a large school district. The safety factor is of utmost importance because children are involved. Consequently, at all times, the incumbent is aware of the need to adhere to special precautionary measures in overseeing the transportation program and related repair and maintenance activities. The work is performed under the general supervision of a higher level administrative official, with leeway allowed for the exercise of independent judgement. General supervision is exercised over the work of bus drivers, automotive mechanics, and clerical employees of the department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Develops and administers a transportation program to meet all the requirements of the daily instructional program plus extracurricular activities;
- Monitors service, maintenance and repair of all school district vehicles and assists in developing plans for preventive maintenance;
- Writes specifications for all new vehicles and equipment;
- Gives road tests to and trains new drivers;
- Assigns substitute bus drivers for all extracurricular trips;
- Supervises loading and recommends stopping places for buses;
- Prepares bus routes for all public and nonpublic schools in the district;
- Prepares and updates bus schedules for all public and nonpublic schools in the district;
- Keeps a daily record of mileage and number of pupils carried;
- Recruits, trains and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion and release;
- Prepares and administers the transportation budget;
- Prepares necessary reports concerning transportation payroll as required;
- Makes out periodic reports which include costs of operating each bus on the basis of expenses for gasoline, oil, grease, anti-freeze, parts, labor wages, storage or rental, and other expenses;
- Maintains time records of bus drivers for payroll purposes;
- Authorizes purchases in accordance with budgetary limitations and district rules;
- Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety;
- Coordinates with school principals and others responsible for planning special school trips;
- Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances and grade levels;
- Acts as a liaison with parents for complaints and special requests;
- Conforms with all New York State laws and regulations regarding school transportation;
- Completes and dispatches insurance reports as required;
- Submits all reports required by state and district authorities;
- Advises higher level district administrator (s) regarding road hazards for decision on school closing during inclement weather;

2. Supervisor of Transportation

- Attends committee, staff and board meeting as required;
- Develops a public relations program to achieve an understanding of transportation services among students, parents, teachers, administrators and the general public.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of standard transportation methods and the operation of buses; good knowledge of the geography of the district; good knowledge of safety procedures and practices in the operation of the automotive equipment; good knowledge of the New York State Motor Vehicle Law; working knowledge of business arithmetic; ability to plan, supervise and train the work of subordinates; ability to keep records and make reports; ability to get along well with others; dependability; physical condition commensurate with the needs of the job.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four (4) years full-time paid experience or its part-time equivalent in the transportation field; two (2) years of which must have been in a supervisory or training capacity.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION: Must be eligible for a Commercial Drivers License, Class B, issued by the New York State Department of Motor Vehicles. Possession of the license at the time of appointment is desired. Within two (2) years of application, must become certified to road test bus drivers.