TRANSPORTATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning and overseeing the safe and efficient operation of a school district's transportation program. The incumbent establishes school bus routes and schedules for approval of the Superintendent of Schools and adoption by the School Board, supervises transportation personnel and oversees compliance with Article 19-A of the New York State Vehicle and Traffic Law. Work is performed under the general supervision of the Superintendent of Schools or other school district official with considerable leeway allowed for the exercise of independent judgment in carrying out the duties of the position. Supervision is exercised over the work of subordinate transportation personnel. Travel is required to fulfill the duties of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and supervises the overall operation of a school transportation program;
Reviews routing data, establishes school bus routes and time schedules for approval of the Superintendent of Schools and adoption by the School Board, and assigns drivers to routes;
Supervises Bus Drivers and other staff assigned to the transportation function;
Ensures compliance with the medical examination, testing and documentation requirements for Bus Drivers specified in Article 19-A of the New York State Vehicle and Traffic Law;
Maintains or oversees the maintenance of a variety of records related to the transportation function, including payroll data, vehicle mileage and fuel consumption, parts and supply purchases, and supplies and equipment inventory, and prepares related reports;
Supervises the maintenance and repair of buses and ensures that safety standards and requirements are met;
Establishes and monitors adherence to a preventive maintenance program for transportation program vehicles and equipment;
Requisitions necessary parts, supplies and equipment;
Develops specifications for new vehicles and equipment, reviews bids and makes purchase recommendations;
Checks all buses periodically for compliance with safety laws;
Interviews prospective transportation personnel and makes hiring recommendations;
Supervises the training, orientation and performance evaluation of Bus Drivers;
Assists in the preparation of the annual transportation budget for the school district;
Receives and attempts to resolve complaints regarding bus routes and scheduling, transportation personnel and student discipline on buses;
Prepares or assists in preparing required reports relating to the transportation program;
Determines eligibility of students for transportation services in conjunction with the Superintendent of Schools;
Advises school district officials of replacement costs and capital purchase needs;
Travels to and represents the school district at meetings related to the transportation function;
May be assigned to operate a school bus on an established run or special trip.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the New York State Vehicle and Traffic Law and the Regulations of the Commissioner of Education regarding school bus operation; thorough knowledge of standard school district transportation practices and the operation of school buses; thorough knowledge of standard safety practices related to school district transportation programs; thorough knowledge of the location and names of roads within the district; ability to establish bus routes and assign drivers to routes; ability to plan, supervise and evaluate the work of others; ability to maintain records and prepare reports;

ability to establish and maintain effective working relationships with a wide variety of people; ability to follow oral and written instructions; ability to communicate effectively both orally and in writing; ability to resolve complaints; ability to operate a school bus under all driving and road conditions; ability to travel; tact and courtesy; capable of performing the essential job functions of the position with or without reasonable accommodations.

MINIMUM QUALIFICATIONS: EITHER

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree **and** two years of full-time paid work experience or its part-time equivalent in one or more components of a large scale transportation system, e.g. operations, scheduling, dispatching, automotive repair or maintenance, driving a bus on assigned routes, etc., which included or was supplemented by two years of supervisory experience; OR

(B) Graduation from high school or possession of a high school equivalency diploma **and** four years of full-time paid work experience or its part-time equivalent in one or more components of a large scale transportation system, e.g. operations, scheduling, dispatching, automotive repair or maintenance, driving a bus on assigned routes, etc., which included or was supplemented by two years of supervisory experience; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

1. At time of appointment an appointee to this position must possess a valid New York State Class D or higher Driver License.

2. At time of appointment and continuing throughout employment an appointee/incumbent must possess a driving record acceptable to the employing school district's insurance carrier.

3. Following appointment an incumbent must obtain a valid New York State Commercial Driver's License Class B (CDL-B) or higher (CDL-A) with a "P" (Passenger Transport) and a "S" (School Bus) Endorsement that does not have a L or L2 Airbrake Restriction, and must maintain such Driver's License and Driver's License Endorsements throughout employment in the position.

4. Following appointment an incumbent will be required to satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education and the New York State Vehicle and Traffic Law and thereafter will be required to maintain all such requirements for a school bus driver throughout their employment in the position.

5. Following appointment an incumbent must become a New York State Department of Motor Vehicles Article 19-A Certified Examiner and must thereafter maintain such Article 19-A Certified Examiner status.

Jurisdiction: Chenango County
Jurisdictional Classification: Competitive
Adopted:
Revised: October 7, 1997, November 8, 1999, August 1, 2008, May 3, 2010, December 15, 2011; July 9, 2018