

## **SUPERVISOR OF TRANSPORTATION**

### **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class performs responsible administrative work involving general supervision of the transportation system of a school district. Under general direction, an employee in this class is responsible for coordinating and supervising all aspects of the transportation program, including scheduling of the bus runs, employee work assignments, vehicle maintenance and safety, training and evaluating bus drivers, compliance with laws and regulations related to school bus operation and required reporting. Supervision is exercised over bus drivers, automotive mechanics and other subordinate personnel.

### **TYPICAL WORK ACTIVITIES:**

1. Prepares time schedules for buses and approves changes in personnel;
2. Determines route used, the length of route, stops to be made, and advertises for bids on contract services;
3. Assigns buses and drivers to regularly established routes;
4. Acts as intermediary between students, parents, bus drivers and contracted operator and school officials;
5. Prepares required State reports and maps of bus routes;
6. Keeps records of mileage, number of pupils carried, and number of stops made on each route;
7. Makes out periodic reports which include cost of operating each bus on the basis of expenses for gasoline, oil, grease, anti-freeze, parts, labor and other related expenses;
8. Arranges for all special bus trips including those for athletic teams;
9. Arranges for and participates in training sessions;
10. Maintains accident report file;
11. Makes estimates of repair costs and prepares requisitions for materials;
12. Prepares or assists in preparation of the transportation budget;
13. Investigates accidents and reports of motor vehicle law violations by transportation personnel;
14. Maintains time records of personnel for payroll purposes;
15. Uses various software packages for reporting and scheduling purposes;
16. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of school district transportation methods and operations; good knowledge of standard automotive repair methods, terminology and tools; working knowledge of modern management and administration principles and practices; ability to learn various software programs; ability to plan, coordinate, supervise and critically inspect the work of others; ability to understand and follow complex oral and written directions; ability to communicate both orally and in writing; ability to get along well with others; ability to prepare and analyze reports on operating expenses; tact; dependability; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

**SUPERVISOR OF TRANSPORTATION** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience which included supervision of personnel **and** the administration of routing, scheduling of personnel and the scheduling of the maintenance and repair of motor vehicles in the field of school or commercial bus transportation.

**SPECIAL REQUIREMENT:**

1. Possession of a New York State Driver License at time of appointment.
2. Some school districts may require that candidate possess a valid New York State Class B CDL license with Passenger and School Bus endorsements and a current 19A Examiner Certification for appointment and to maintain the position. Candidates lacking this requirement will not be considered eligible for appointment.

SV1102

REVISED:    08/01/75            09/08/78            08/06/97            12/30/04            03/24/10            12/9/10  
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