

## **TRANSPORTATION SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Supervises the transportation system of a school district including Delaware Chenango Madison Otsego BOCES including recruitment, training and assignment of bus drivers, scheduling of runs, ensuring that all vehicles and equipment meet state requirements and are inspected, serviced and repaired properly. May operate a school bus as needed. This class differs from that of a Head Bus Driver by virtue of the fact that incumbents spend a greater percentage of their time (approximately 50% or more) on administrative matters and less time driving a bus. The incumbent may have overall responsibility for supervising the transportation equipment maintenance and repair program, and spend less time actually performing maintenance and repairs. The work is performed under the general supervision of administrative staff. Direct supervision is exercised over drivers and other personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Trains candidates to qualify for appropriate commercial driver's license under the new Federal Entry Level Driver Training (ELDT) including 19-A requirements; Prepares time schedules for buses and approves changes; Determines routes, length of routes and stops to be made; Determines routes to be followed by various drivers; May act as intermediary between students, parents, bus drivers and contract operators; Interviews driver applicants, checks references and makes recommendations regarding employment; Ensures that drivers receive ongoing training as required; Ensures that proper driver certifications are maintained as required by various government agencies; Evaluates drivers and other transportation employees, and maintains a personnel file as required; Initiates disciplinary action when required; Prepares all State transportation reports and maps of bus routes; Maintains a variety of records such as a daily record of mileage, number of pupils carried, number of stops made on each route, accident reports; Prepares a variety of reports such as monthly report of gasoline used, etc.; Arranges for all special bus trips including those for athletic teams; Makes estimates of repair costs, prepares requisitions for materials; Oversees purchase, storage and inventory of parts and materials; Assists in preparation of transportation budget; Directs the servicing and general repair of motor equipment, which may be performed by school district staff or on a contractual basis; Makes recommendations relative to replacement of buses and vehicles and disposition of used buses and vehicles; May confer with highway superintendents and school administration and make recommendations relative to emergency closing of schools.

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

**CHARACTERISTICS:** Thorough knowledge of Federal and State DOT regulations and laws; Good knowledge of school district transportation methods and operations; Good knowledge of office terminology, procedures and equipment; Good knowledge of business arithmetic and English; Working knowledge of standard automotive repair methods and of the terminology and tools of the trade; Ability to understand and follow complex oral and written directions; Dependability; Ability to supervise the work of others; Ability to get along well with others; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Three years of full-time paid experience where the primary function of the position was transporting individuals from one location to another (i.e., driving school bus, bus, van, etc.) or scheduling vehicles for a transportation system, including or supplemented by (1) one year experience training CDL drivers; OR
- B. Three years of full-time paid experience or its part-time equivalent as an automotive mechanic including or supplemented by (1) one year experience training CDL drivers; OR
- C. Any equivalent combination of training and experience in A and B.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the School District.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for the appropriate level New York State Driver's License at the time of application. Possession of license at time of appointment. School Bus Drivers must meet the qualifications of the applicable parts of Article 19A of the Vehicle and Traffic Law, Part 6 of the Regulations of the Department of Motor Vehicles (Commissioner's Regulations) and Section 156.3 of the Regulations of the Department of Education (Commissioner's Regulations).

Revised 3/15/85, 2/9/00; 6/9/22; 9/27/22

Reviewed 8/26/96. 11/2/01; 9/4/13, 5/12/23