

SUPERVISOR OF TRANSPORTATION

Department: Various
Classification: Competitive
Labor Grade:
Adopted: December 7, 1987
Revised: April 4, 1988; August 1, 1988, July 2, 2013; November 2, 2021
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the safe, efficient operation of the transportation system of a large school district. The duties of the position involve supervision over transportation personnel, staff training, planning of the most efficient and effective bus routes. The incumbent also endeavors to promote communication between students, parents and staff regarding student discipline. Work is performed under the general supervision of the Business Manager allowing wide leeway for the exercise of independent judgment. Supervision is exercised over the work of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Administers the efficient operation of the school district's transportation system;
- Authorizes the hiring of new bus driver's;
- Supervises the work of transportation personnel;
- Arranges for training of department staff;
- Defines and clarifies transportation employees' duties and responsibilities;
- Plans bus routing for maximum efficiency and effectiveness;
- Arranges meetings with students, parents and staff regarding student discipline;
- Assists in the preparation of State transportation reports and maps of bus routes;
- Reviews routes, road conditions, status of fleet and adequacy of facilities;
- Writes bid specifications for all new vehicles and equipment;
- Approves all purchases of parts and materials;
- Interprets school transportation laws;
- Assists with planning to coordinate transportation with special requests, field trips and changes in the instructional schedule;
- May assist in giving road tests to and trains new drivers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of standard transportation methods and the operation of buses; good knowledge of the New York State Motor Vehicle Law; good knowledge of the geography of the district; good knowledge of safety procedures and practices in the operation of the automotive equipment; ability to plan and supervise the work of subordinates; ability to evaluate training programs; ability to write clear and accurate reports and records; ability to reason and solve problems; good judgment; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a standard high school and five (5) years of experience in the transportation industry, two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Possession of a class B CDL with P and S endorsements issued by the New York State Department of Motor Vehicles at time of application.

SPECIAL REQUIREMENTS FOR ELMIRA CITY SCHOOL DISTRICT: Possession of a 19A certification at time of application. Possession of a School Bus Driver Instructor (SBDI) certification within 12 months from the date of appointment.

SPECIAL REQUIREMENTS FOR HORSEHEADS CENTRAL SCHOOL DISTRICT:

Required: Possession of a 19A certification at time of application. Possession of either a School Bus Driver Instructor (SBDI) certification OR a Certified Examiner (CE) certification at time of application, with the second

certification obtained within 12 months from the date of appointment. Able to pass DOT physical exam and NYS Education Department Physical Performance Test. Applicant must not have any airbrake restrictions.

Preferred, but not required: Associate's Degree or Bachelor's Degree. Two years of experience working in a school transportation department.