

Jurisdictional Class: Competitive
Adopted: May 30, 1995
Revised: November 17, 2014

TRANSPORTATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for the safe and efficient operation and maintenance of transportation facilities involving a fleet of buses of a large school district. The safety factor is of utmost importance because children are involved. The incumbent at all times is aware of the need to observe special cautionary measures in overseeing the transportation program and related repair and maintenance activities. The work is performed under general supervision, but considerable leeway is permitted for the exercise of independent judgment. Immediate supervision is exercised over the work of bus drivers and automotive mechanics. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Establishes routes to be followed by various drivers;
Prepares time schedules for buses;
Supervises service, maintenance, and repair of all school district vehicles;
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;
Assists in the preparation of State transportation reports and maps of bus routes;
Keeps a daily record of mileage and number of pupils carried;
Makes out periodic reports which include cost of operating each bus on the basis of expenses for gasoline, oil, grease, antifreeze, parts, labor wages, storage or rental, and other expenses;
Approves all purchases of parts and materials;
Arranges for all special trips including those for athletic teams;
Maintains time records of bus drivers for payroll purposes;
May be responsible for handling complaints from parents or drivers on transportation related problems;
May take part in the hiring process of transportation personnel;
Establishes a program on handling disciplinary problems of students to be used by the bus drivers;
May supervise the work of maintenance and custodial staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of standard transportation methods and the operation of buses;
Good knowledge of automotive repair methods and of the terminology and tools of the trade;
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;
Ability to plan and supervise the work of subordinates;
Ability to keep records and make reports;
Ability to keep records and make reports using computer;
Ability to get along and work well with others.

Transportation Supervisor

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in route planning, vehicle scheduling, and fleet maintenance for a public or private trucking or bus company; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of training and/or experience in the maintenance and repair of automotive equipment; one (1) year of which must have been in a supervisory capacity; or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of training and/or experience in the maintenance and repair of automotive equipment; or
- (d) Two (2) years of high school and seven (7) years of training and/or experience as described in (a), (b), or (c) above; or
- (e) An equivalent combination of training and/or experience as defined by the limits of (a), (b), (c), and (d) above.

SPECIAL REQUIREMENT: Eligibility for an appropriate New York State Driver's License at time of application. Possession of license at time of appointment. Candidates must be at least 21 years of age.

In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commission of Education.