

Civil Division: Schools
Jurisdiction Class: Competitive
EEO Category: Administrative Support
Revised: 04/18/11

ASSISTANT TRANSPORTATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work assisting the transportation supervisor with the safe and efficient operation of buses in a school district transportation system. The position of Assistant Transportation Supervisor differs from that of Head Bus Driver as the responsibilities would include the supervision or direction of the repair and maintenance of school buses. When employed in conjunction with a Transportation Supervisor, a Head Bus Driver oversees the driver functions. The work is performed under general supervision of either a Transportation Supervisor or other superior in accordance with established policies and procedures. Supervision is exercised over the work of subordinate transportation personnel. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in the establishment of bus routes, preparation of bus schedules, and assigning drivers to regular and special field trips;
Assists in the supervision of transportation personnel;
May dispatch drivers/employees as needed;
Prepares and maintains payroll records;
Replies to inquires and complaints from parents and school administrators regarding bus routine and scheduling, designation of bus stops, transportation personnel and student bus discipline;
Assists in record keeping in compliance with federal, state, district rules and regulations concerning employees and vehicles;
Assists in preparation of state transportation reports;
Assists in preparing periodic reports which include routine data information, mileage usage, bus utilization, repair costs, and inspections;
Interviews prospective drivers and makes recommendation to the supervisor;
Conducts employee evaluations;
Makes recommendations of disciplinary action for transportation personnel;
May train new drivers and/or transportation staff;
Assists in recommending to Superintendent school closing days, due to weather conditions, road hazards, etc.
Assists in purchasing and overseeing of supplies including gasoline, tires, lubricants, anti-freeze, and repair parts;
Assists in the preparations of the annual transportation budget;
Assists in enforcing discipline policy for students, riders, and/or passengers set by the District;
Checks and inspects service and maintenance procedures for district owned buses;
Conducts in-service training programs for transportation staff required by the State Education Department and School District;
Assist is preparation of accident reports and the filling of necessary insurance forms and department of transportation records;
Assists in maintaining safety standards in conformance with state and insurance regulations;
Assists in developing a district program of preventive safety;
May work for or in the place of the Transportation Supervisor;
May operate a school bus as a substitute.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of standard transportation methods and the operation of buses; good knowledge of safety procedures, traffic laws, motor vehicle, and education department regulations applicable to school bus operation; good knowledge of the geography of the district; good knowledge of methods and terminology used in the repair and maintenance of school buses; ability to plan and supervise the work of others; ability to prepare and maintain written records and reports; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to operate a school bus.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND** either:

- (A) Three (3) years of experience in the operation of buses or other large automotive equipment **AND** one (1) year in dispatching motor vehicles **AND** one (1) year of supervisory experience: **OR**
- (B) Four (4) years of experience in the operation, maintenance, and repair of automotive equipment **AND** one (1) year of supervisory experience.

NOTE: Verifiable part-time and/or volunteer experience as described in (A) above will be prorated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for the Class B or higher level New York State commercial driver's license with passenger endorsement and without airbrake restriction. Possession of a valid CDL license at time of appointment. This license must be maintained throughout appointment. Candidates must be at least 21 years of age.

- NOTE:**
- (1) In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.
 - (2) If the position involves examination of School Bus Drivers in accordance with Section 6.16 of the Regulations of the Commissioner of Motor Vehicles and Article 19A of the Vehicle and Traffic Law, candidates must possess certification as an Examiner issued by the New York State Department of Motor Vehicles at time of appointment.