

ASSISTANT SUPERVISOR OF TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for assisting the Supervisor of Transportation in the planning and operation of a safe, efficient and economical system of a school transportation program. The work is performed under the general supervision of the Supervisor of Transportation with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over school bus drivers, bus monitors, mechanics and related transportation department personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates and provides support in all aspects of directing and supervising staff in the safe and efficient operation and maintenance of the school transportation program;

Assists in the development and implementation of department rules and regulations;

Coordinates and schedules bus routes and employee work assignments;

Conducts required training, testing and safety classes for school bus drivers and school bus monitors in accordance with applicable laws, rules and regulations;

Assists with routing problems and reviews bus routes, stops, loads and scheduling of buses to obtain optimum efficiency;

Supervises transportation department personnel;

Acts as liaison between the transportation department and school administration, teachers, staff, and parents;

Prepares and maintains department personnel records;

Maintains good public relations with parents and community, as well as local and state organizations and agencies;

Receives and responds to complaints and concerns regarding transportation;

Assists in the preparation of State Transportation reports;

Assists in the preparation of transportation operating cost reports;

Assists in the preparation of tentative departmental budget proposals;

Attends various meetings as a representative of the transportation department in the absence of the Supervisor of Transportation;

Confers with parents and school officials on student behavior problems;

Operates a school bus when required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of typical school district's transportation methods and operations;

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Good knowledge of the New York State Vehicle and Traffic Law and applicable regulations of the Commissioner of Education and Motor Vehicles;

Good knowledge of driving safety practices and traffic laws and regulations;

Good knowledge of the geography of the school district, location of all schools within the district, and those located outside of the district for which transportation is required;

Working knowledge of the general repairs required for school transportation equipment;

Working knowledge of automotive repair methods, terminology and tools of the trade;

Ability to establish and maintain effective working relationships with a variety of people;

Ability to schedule, supervise and evaluate the work of others;

Ability to communicate effectively both orally and in writing;

Ability to carry out complex oral and written directions;

Ability to maintain records and prepare reports;

Ability to use a variety computer applications;

Good judgment;

Dependability;

Tact.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher and two years of experience in a transportation program which included the operation of a bus and the scheduling and/or dispatching of vehicles; OR
- B) Graduation from high school or possession of an equivalency diploma and four years of experience in a transportation program which included the operation of a bus and the scheduling or dispatching of vehicles.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

- 1) Certification by the New York State Department of Motor Vehicles as a 19A Certified Examiner; AND
- 2) Possession of SBDI Certificate issued by the New York State Department of Education; AND
- 3) Licensure to operate a school bus in accordance with New York State Department of Motor Vehicles requirements - CDL, Class B with "P" (passenger endorsement and "S" (school bus) endorsement.