

ASSISTANT SUPERVISOR OF TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and supervisory work in the transportation office or department of a school district. Responsibilities include assisting the Supervisor of Transportation in the efficient management of the transportation program, including school bus operations and vehicle maintenance. Work is performed in accordance with applicable laws, rules, and regulations, as well as established policy. General supervision is provided, but wide leeway is permitted for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over school bus drivers, mechanics, school bus monitors, and other staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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;
Assumes responsibility when the Supervisor of Transportation is absent;
Assists in the formulation of transportation schedules and transportation program assignments;
Conducts required training, testing and safety classes for school bus drivers and school bus monitors, in accordance with applicable laws, rules and regulations;
Assigns and arranges all special bus trips and related duties, including those for athletic teams;
Assists in the formal evaluation of subordinate transportation personnel;
Participates in and supervises departmental payroll preparation;
Assists in preparation of bid specifications and transportation department budget;
Maintains personnel, inventory and other records, as needed;
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;
May be required to operate a school bus;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of driving safety practices and traffic laws and regulations; good knowledge of the operation of buses; good knowledge of local geography, roads, neighborhoods, etc.; good knowledge of the principles and practices of

supervision; working knowledge of school transportation and school district transportation management methods; knowledge of general repairs required for school transportation equipment; ability to plan, supervise, and evaluate the work of others; ability to maintain records and reports; ability to transmit clear verbal and written instructions; ability to establish and maintain effective working relationships; dependability; good judgment; resourcefulness.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school or possession of a comparable diploma and three (3) years of full-time experience in the supervision or administration of a school district transportation program; or
- b) Graduation from high school or possession of a comparable diploma and five (5) years of full-time experience in the operation of a school bus or in the repair of automotive equipment of which at least two (2) years must have supervisory or service as a 19A Certified Examiner; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SPECIAL REQUIREMENTS:

1. Certification by the New York State Department of Motor Vehicles as a 19A Certified Examiner at time of appointment;
2. Possession of SBDI Certificate issues by NYS Department of Education at time of appointment;
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, at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.