

ASSISTANT DIRECTOR OF TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the management of a fleet of school buses and vans as well as the efficient administration of the transportation program in a school district. The position oversees the providing of bus and van transportation for school district students on scheduled routes as well as school sponsored trips. Work is performed under general supervision of the Director of Transportation, with substantial leeway allowed for the exercise of independent judgment in administering the day-to-day operations of the system. Supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following as well as other related activities not described.

Assists in defining bus routes and preparing driver schedules and assignments;

Assists in preparing, implementing and reviewing vehicle maintenance and inspection schedules;

Coordinates the orientation and training of drivers and transportation service personnel;

Certifies, at the time of hire and periodically thereafter, current appropriate licensure of drivers;

Performs a variety of account-keeping functions related to transportation issues;

Responds to complaints and requests for information from the public;

Maintains records and prepares narrative and statistical reports of a written and verbal nature;

Develops and maintains liaison with other administrative units and private carriers;

Assists in the preparation of the transportation budget;

Assists in administering disciplinary actions;

May register and renew registration of vehicles;

May recruit, interview, and select new hires;

May conduct performance appraisals of transportation personnel;

May instruct students on school bus safety procedures and behavior standards;

May advise drivers and respond in emergency situations.

May operate a vehicle and dispatching equipment as necessary;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the geography of the school district; good knowledge of bus maintenance, inspection and registration requirements; good knowledge of safety standards in accordance with State and local regulations; working knowledge of the operations, practices and procedures of the school district as they relate to transportation issues; ability to supervise the work of others; ability to readily acquire familiarity with the safe and efficient operation of a fleet of vehicles; ability to maintain records; ability to prepare reports of a narrative and statistical nature; initiative and resourcefulness, tact, courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; and five (5) years of full-time paid, or its' part time equivalent, work experience as a bus driver, dispatcher or supervisor in an entity involved in the operation of a fleet of vehicles.

SPECIAL REQUIREMENT: At the time of appointment candidates must be in possession of a valid CDL Class B License with appropriate passenger and air brake endorsements.

ULSTER COUNTY
0375 AST DIR TR
Classification: Competitive
OA

Adopted: January 7, 2003