

DIRECTOR OF TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for 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 administers the providing of bus and van transportation for school district students on scheduled routes as well as school-sponsored trips. Work is performed under the general direction of a school district administrator, with substantial leeway allowed for the exercise of independent judgment in administering the 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.

Defines bus routes and prepares driver schedules and assignments;

Prepares, implements and reviews vehicle maintenance and inspection schedules;

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

Certifies the current appropriate licensure of drivers;

Recruits, interviews, and selects new hires;

Conducts performance appraisals of transportation personnel;

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;

Prepares and submits the transportation budget;

Administers disciplinary actions;

Certifies the current registration of vehicles;

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; thorough knowledge of safety standards in accordance with State and local regulations; good knowledge of bus maintenance, inspection and registration requirements; good 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 departmental organization, functions, laws, policies and regulations; 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: Either:

A. Graduation from a regionally accredited or New York State registered college or university with an associate's degree and three (3) years of experience in the administering or coordination of the operation of a fleet of vehicles; **OR**

B. 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 the operation of a fleet of vehicles, one year of which must have included the supervision of others; **OR**

C. An equivalent combination of training and experience as described in A and B above.

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
2675 DIR TRANS
Classification: Competitive
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Adopted January 7, 2003