

## **DIRECTOR OF TRANSPORTATION (CERTIFIED)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative and supervisory position involving the overall management of the transportation program in a school district. The incumbent oversees the development of transportation routes, scheduling of employees, budget preparation and vehicle maintenance. Individuals in this class also perform safety trainings and perform evaluation of drivers in compliance with the laws and regulations related to school bus operations. The work is performed under the general direction of a school district administrator, with wide leeway allowed for the exercise of independent judgment in administering the operations of the system. Supervision is exercised over all departmental 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 transportation routes for school bus drivers to follow;

Prepares driver schedules and stop locations for buses;

Prepares, implements and reviews maintenance, repair and inspection schedules of all transportation vehicles and certifies the current registration of vehicles;

Directs the orientation and training of drivers and transportation service personnel and certifies the current appropriate licensure of drivers;

Conducts annual and periodic driver safety training programs for all licensed drivers on staff;

Prepares the annual transportation budget and monitors the monthly expenses of the department;

Maintains files for the New York State Department of Motor Vehicles, New York State Department of Transportation, the New York State Education Department and other regulatory agencies as required and prepares narrative and statistical reports of a written and verbal nature;

Enforces disciplinary rules to be maintained on all school buses and vehicles, and in conjunction with higher level administrators, assists in the handling of pupil disciplinary problems occurring on the buses;

Recruits and interviews potential candidates for employment, and makes final recommendations for hiring;

Conducts performance appraisals of transportation personnel, including evaluation of driving skills, and addresses issues or concerns;

Develops and maintains liaison with other administrative staff of the school district and private transportation carriers;

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

Responds to complaints and requests for information from the public;

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 needed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of state laws and regulations regarding school transportation; thorough knowledge of safety standards and insurance regulations in accordance with state and local regulations; good knowledge of the geography of the school district; 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 prepare and administer a department budget; ability to maintain records; ability to prepare reports of a narrative and statistical nature; ability to get along well with others; good hand and eye coordination; initiative; dependability; sound judgment; resourcefulness; tact; 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 a Bachelor's Degree and two (2) years of full-time paid, or its' part-time equivalent, work experience in the administration or coordination of a transportation system or in the operation of a fleet of vehicles; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and four (4) 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 motor vehicles, two (2) years of which must have included the administration or coordination of the operation of a fleet of vehicles; **OR**

C. Graduation from high school or possession of a high school equivalency diploma and six (6) 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 motor vehicles, three (3) years of which must have included the administration or coordination of the operation of a fleet of vehicles; **OR**

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

Note: College level course work and/or certification program in School Transportation Management may be substituted for up to one year of the above experience. Wherein, twenty-seven (27) credit hours equals one year of experience.

**Special Requirement:** At the time of appointment, candidate must possess and continuously maintain throughout the duration of employment in this title, the following:

1. Valid CDL Class B Driver's License with appropriate 'S' passenger and air brake endorsements
2. Current SBDI (School Bus Driver Instructor) Certificate
3. Current Article 19-A Certified Examiner Certificate

ULSTER COUNTY  
2676 DIR TR CRT  
Classification: Competitive  
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Adopted: December 14, 2006