

TRANSPORTATION SUPERVISOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for learning the principles and practices of the safe operation of a fleet of school buses as well as assisting in the efficient administration of the transportation program. Work is performed under direct supervision allowing some leeway for the exercise of independent judgment in the details of the work. Immediate supervision may be exercised over the work of department employees. 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.

Learns about the administration of a transportation program applicable to the requirements of a school district;

Learns how to establish routes and schedules to be followed by school bus drivers;

Learns how to supervise and instruct school bus drivers concerning safety practices and schedules;

Learns how to make recommendations on the need for maintenance and repair of school buses;

Learns about meeting and maintaining bus safety standards in accordance with State and local regulations;

Learns how to prepare reports, which may include mileage, cost of operation and insurance reports;

Learns how to maintain an inventory of supplies and equipment and authorize the purchase of necessary supplies and equipment;

Learns the policies and procedures involved in contracting with outside firms for supplemental bus service;

Learns how to write specifications for new and needed vehicles and equipment;

Learns how to prepare the transportation budget;

Learns supervisory skills necessary to assist in solving discipline problems;

Learns how to maintain time and attendance records of transportation personnel;

Learns the policies and procedures of supervision necessary in the recruitment, training and evaluation of transportation employees;

Learns how to instruct students on school bus safety procedures and behavior;

May operate a two-way radio.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation, maintenance and inspection processes, procedures and problems governing school transportation programs; working knowledge of the geography of the district and of the State laws and safety regulations governing the operation of school buses; working knowledge of the New York State Motor Vehicle Law; ability to learn how to plan and supervise the work of others; ability to learn how to maintain records and prepare simple reports; ability to get along well with others; tact and courtesy; good judgment; resourcefulness; good powers of observation; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four and a half (4 1/2) years of full-time paid experience, or its' part-time equivalent, in the administration, operation and/or repair of automotive equipment in a commercial bus or school bus transportation system, six months of which must have included the supervision of others.

Note: Two (2) years of college may be substituted, on a year-for-year basis, for up to two (2) years of the general experience indicated above. College cannot be substituted for the six months of supervisory experience being required.

Special Requirements: Possession of an appropriate New York State Driver's License.

ULSTER COUNTY
7414 TRNSPT TRN
Classification: Competitive
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Adopted April 22, 2003