

TRANSPORTATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the safe operation of a fleet of school buses as well as the efficient administration of the transportation program. Work is performed under general supervision allowing considerable leeway for the exercise of independent judgment. Immediate supervision is exercised over the work of subordinates. 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.

Administers a transportation program applicable to the requirements of a school district;

Establishes routes and schedules to be followed by school bus drivers;

Supervises and instructs school bus drivers concerning safety practices and schedules;

Responsible for reporting the need for maintenance and repair of school buses;

Maintains bus safety standards in accordance with State and local regulations;

Prepares reports which may include mileage, cost of operation and insurance reports;

Responsible for the maintenance of an inventory of supplies and equipment and authorizes the purchase of necessary supplies and equipment;

Assists in contracting with outside firms for supplemental bus service;

Writes specifications for new and needed vehicles and equipment;

Prepares or assists in the preparation of transportation budget;

Assists in solving discipline problems;

Maintains time and attendance records of transportation personnel;

Recruits, trains and evaluates transportation employees;

May instruct students on school bus safety procedures and behavior;

May operate a two way radio.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation, maintenance and inspection processes, procedures and problems governing school transportation programs; good knowledge of the geography of the district and of the State laws and safety regulations governing the

operation of school buses; good knowledge of the New York State Motor Vehicle Law; ability to plan and supervise the work of others; ability 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 five (5) 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, one year 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 one year of supervisory experience being required.

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

ULSTER COUNTY
7410 TRNSPT SUP
Classification: Competitive
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Adopted: March 26, 1971
Revised: December 5, 1983
Revised: July 28, 1993