

ASSISTANT SUPERVISOR OF TRANSPORTATION

GENERAL STATEMENT OF DUTIES: Serves as assistant to the Supervisor of Transportation in supervising the transportation of students of a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Supervisor of Transportation, an incumbent of this position assists in the planning and operation of a safe, efficient and economical system for the transportation of students residing in the District. Supervision is exercised over bus drivers, bus attendants and related transportation personnel.

EXAMPLES OF WORK: (Illustrative Only)

Assists in determination of students' eligibility to ride on school buses in accordance with the District's policy;

Assists in determination of routes to be followed by bus drivers;

Assists in the preparation of time schedules for buses;

Checks on the loading of buses and determining authorized stops;

Assists in preparation of all state transportation reports and maps of bus routes;

Keeps a daily record of mileage, number of students transported and number of stops made on each route;

Assists in the preparation of monthly transportation report including the cost of operating each bus on the basis of expenses for gasoline, parts, labor and other costs;

Checks and inspects service and maintenance procedures for district owned buses;

Assists in determining disciplinary rules to be maintained on buses;

Receives complaints as to transportation matters and makes necessary adjustments and corrections;

Interviews prospective applicants and recommends the hiring of new bus drivers as directed;

Keeps time records for payroll purposes;

Conducts training and safety classes for bus drivers;

Assists with drafting specifications for transportation bids from private companies and other procedures prior to signing of contract;

May drive a school vehicle in an emergency situation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and practices involved in school bus operation; good knowledge of local geography and traffic conditions; ability to plan and supervise the work of others; ability to prepare reports; ability to get along well with others; reliability; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and three (3) years of work experience where the primary function of the position involved transporting individuals from one location to another (i.e., driving a school bus, bus, van, etc.), one year of which was in a supervisory or administrative capacity; or (b) seven (7) years of the experience described above, including the one year of specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid license appropriate for the vehicle to be operated issued by the New York State Department of Motor Vehicle at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.