

ASSISTANT SUPERVISOR OF TRANSPORTATION

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 school district. Supervision is exercised over Bus Drivers, Bus Attendants and related transportation personnel. Does related work as required.

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;

Assists in supervision of bus loading and the determination of authorized bus 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 reports 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 records and procedures for district owned buses or those owned and operated by a third party contractor;

Assists in determining disciplinary rules to be maintained on buses;

Liaison with parents, staff, and bus companies regarding busing requests, concerns and route changes;

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;

Assists in reviewing and confirming time sheets submitted by Bus Attendants and provides them to the payroll department for processing;

Conducts training and safety classes for bus drivers and may be required to drive a school bus during training sessions;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Assists in ensuring that all bus driver safety course completion records are maintained;

Assists in identifying and addressing disciplinary issues and inappropriate conduct of students and staff on buses by review of security camera video and interview of Bus Drivers and Bus Attendants;

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

Assists with the creation and subsequent monitoring of the budget for transportation;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

May interact with personnel of a third party contractor (terminal manager, dispatcher, and bus drivers) to ensure the safe transport of students to and from school on a daily basis;

May be required to drive a school bus route in case of an emergency.

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 drive a school bus route in case of an emergency; ability to prepare reports; ability to work effectively with staff, community agencies, and the public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; reliability; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) three (3) years of work experience where the primary function of the position was transporting individuals from one location to another (i.e., driving a school bus, bus, van, etc.) or scheduling vehicles for a transportation system, including or supplemented by one (1) year of work experience in a supervisory or administrative capacity; or (b) three (3) years of work experience in the transportation industry which involved risk management, safety and/or security issues, including or supplemented by one (1) year of work experience in a supervisory or administrative capacity.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

SPECIAL NOTE: In addition to the above special requirement, if required to drive a school bus, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.

New federal regulations require that, on or after October 1, 2005, a school bus driver with a New York State commercial driver license (CDL) must have a new "S" (school bus) endorsement.

When the term "school bus" is used, the term is defined as a vehicle that is defined in Section 142 of the NYS Vehicle and Traffic Law (see below) and the school bus has a seating capacity of 16 or more adults (which includes the driver) or the school bus has a gross vehicle weight rating (GVWR) of more than 26,000 lbs.

Section 142 of the NYS Vehicle and Traffic Law: 142. School bus. Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

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.

School Districts
J. C.: Competitive
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Job Class Code: S631