

Jurisdictional Class: Competitive
Adopted: July 30, 2010
Revised:

DEPUTY TRANSPORTATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position acts as Deputy Transportation Supervisor and, as such, involves responsibility for assisting in the safe and efficient operation and maintenance of transportation facilities involving a fleet of buses of a large school district. The safety factor is of utmost importance because children are involved and the incumbent must be aware of the need to observe special cautionary measures related to the safe and efficient operation of the school transportation program and related repair and maintenance activities. In addition, the incumbent maintains related transportation records, fills in as a substitute bus driver as needed, and gives road tests to and trains new drivers. The incumbent has the power to act for and on behalf of the Transportation Supervisor. The work is performed under general supervision of the Transportation Supervisor, but considerable leeway is permitted for the exercise of independent judgment in carrying out the duties of the position. Supervision may be exercised over the work of bus drivers and automotive mechanics. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares bus routes and schedules to be followed by various drivers as well as changes to routes/schedules;
Gives road tests to and trains new drivers;
Conducts refresher classes for drivers and monitors;
Prepares and submits all state transportation reports;
Monitors required driver training and medical clearances and keeps required records;
Calls and assigns substitute bus drivers;
Supervises loading and unloading protocols of buses on school property;
Recommends stopping places for buses;
Assists in the preparation of State transportation reports and maps of bus routes;
Keeps a daily record of mileage and number of pupils carried;
Maintains time records of bus drivers for payroll purposes;
Maintains trip records and prepares transportation reports including accident reports;
Assists in preparing transportation, budget estimates, and recommendations;
Arranges for and handles special transportation activities including special trips for athletic teams, field trips, after school activity trips, etc.;
Handles complaints on transportation related problems;
Keeps records and makes reports on equipment use;
Keeps required records and reports of the service, maintenance, and repair of all school district vehicles;
Assists in establishing and maintaining a program on handling disciplinary problems of students to be used by all bus drivers;
Submits orders for all purchases of parts, materials, and supplies and tracks requisitions and packing slips;
Types and prepares correspondence related to the school transportation program;
Operates typewriter, computers, copying machines, fax machines, scanners, laminators, calculators, and other office equipment;
May participate in the hiring process of transportation personnel;
May drive a bus in the absence of regular bus drivers;
Acts for and on behalf of the Transportation Supervisor in his/her absence.

Deputy Transportation Supervisor

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of standard transportation methods and the operation of buses;
Good knowledge of automotive repair methods and of the terminology and tools of the trade;
Good knowledge of the geography of the district;
Good knowledge of safety procedures and practices in the operation of the automotive equipment;
Good knowledge of the New York State Motor Vehicle Law;
Ability to plan and supervise the work of subordinates;
Ability to keep records and make reports using computer;
Ability to get along and work well with others.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in route planning, vehicle scheduling, and fleet maintenance for a public or private trucking or bus company; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of training and/or experience in the maintenance and repair of automotive equipment; one (1) year of which must have been in a supervisory capacity; or
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of training and/or experience in the maintenance and repair of automotive equipment; or
- (d) Two years of high school and six (6) years of training and/or experience as described in (a), (b), or (c) above; or
- (e) An equivalent combination of training and/or experience as defined by the limits of (a), (b), (c), and (d) above.

SPECIAL REQUIREMENT: Eligibility for an appropriate New York State Driver's License at time of application. Possession of license at time of appointment. Candidates must be at least 21 years of age. In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commission of Education.