

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **TRANSPORTATION SUPERVISOR - SCHOOLS**

Jurisdictional Class: **Competitive**

Date Adopted: **9/05/91**

Date Revised: **9/24/97; 3/06 (WA); 5/14 (TWA, Note, SR); 11/14 (MQ)**

Jurisdictions: **Schools**

Union Status:

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for the safe and efficient operation and maintenance of the transportation facilities of a school district. The work is performed under general supervision allowing considerable leeway for the exercise of independent judgment. Supervision is exercised over the work of all subordinate transportation personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares bus routes and schedules for all public and non-public schools served by the district;

Supervises the maintenance of all district-owned transportation equipment and vehicles;

Develops and supervises preventative maintenance programs;

Recruits personnel and supervises training for all transportation personnel;

Authorizes transportation purchases of parts, tools and makes recommendations and specifications for changes in the fleet;

Supervises transportation input to payroll department;

Assists in maintaining and developing standards for the health and safety of transportation employees;

Cooperates with drivers, principals, parents and other school officials to maintain district standards for student behavior;

Supervises the maintenance of daily records of mileage, pupil database, expense for oil, grease, parts, etc. and monitors all transaction expense accounts;

May be required to do regular bus runs as required by the school;

Assigns routes and trips to staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough 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 driving safety practices; good knowledge of the New York State Motor Vehicle Law and applicable regulations of NYSED, NYSPUT, and FMVS; ability to plan and supervise the work of subordinates; ability to keep records and make reports; ability to get along well with others; dependability.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and **either:**

(A) Three (3) years of experience in the maintenance and repair of automotive equipment; one (1) year of which must have been in a supervisory capacity; **OR**

(B) Five (5) years experience in the operation of multi-passenger vehicles or the dispatching of motor equipment.

Last Reviewed: n/a

Last Updated: 03/06 (WA); 5/14 (TWAs, Note, SR); 11/14 (MQ)

Reviewed By: n/a

Last Reallocated: n/a

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NOTE: Part-time employment can be pro-rated to count towards full-time, based on number of hours worked per week.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Class A or B license with a passenger endorsement and a school bus endorsement at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

Last Reviewed: n/a
Last Updated: 03/06 (WA); 5/14 (TWAs, Note, SR); 11/14 (MQ)
Reviewed By: n/a
Last Reallocated: n/a