



# GALWAY CENTRAL SCHOOL DISTRICT

5317 Sacandaga Road  
Galway, New York 12074

518-882-1033

[www.galwaycsd.org](http://www.galwaycsd.org)

Transportation Supervisor  
Full Time (12 Month)  
Salary: \$50,000 - \$55,000 (Annual wage)  
Application Deadline: 01/15/2021  
Start Date: ASAP

## Job Description:

Galway Central School District has a vacancy for a Transportation Supervisor. This position is provisional pending the successful completion of the civil service exam. This position is Management-Confidential with excellent benefits.

This is a supervisory position involving responsibility for the safe and efficient operation and maintenance of the transportation facilities of a school district. Because the transportation of children is involved, the safety factor is of utmost importance. Consequently, the incumbent must be aware at all times of the need to observe special cautionary measures in overseeing the transportation program and related repair and maintenance activities. The class differs from Head Bus Driver, Head Automotive Mechanic or equivalent titles because of the overall direction of the transportation program including the supervision of maintenance and repair staff as well as Bus Drivers. The work is performed under general supervision of the Business Manager or other school administrative official allowing considerable leeway for the exercise of independent judgement. Supervision is exercised over the work of all subordinate transportation personnel and in smaller School Districts supervises Groundskeepers. \*\*\*The Transportation Supervisor for Galway Central School District supervises Groundskeepers\*\*\* Does related work as required.

## JOB RESPONSIBILITIES:

Oversees the establishment of routines to be followed and preparation of time schedules for buses for public and non-public in the school district;

Supervises service, maintenance and repair of all school district vehicles and insures vehicles meet all accepted safety standards and requirements;

Prepares periodic reports which include routing data information, mileage usage, bus utilization, repair costs, inspections and employee payrolls;

Recommends appointment and dismissal of transportation employees and sets standards of performance;

Assists in the preparation of transportation routes and maps;

May assign substitute bus drivers for all extracurricular trips including those for athletic teams;

Establishes a preventative maintenance schedule and ensures adherence by drivers and mechanics;

Supervises loading and recommends stopping places for buses;

Purchases or oversees the purchases of all bus supplies including gasoline, tires, lubricants, antifreeze and repair parts;

Directs the participation of accident reports and the filling of necessary insurance forms and department of transportation records;

Processes complaints regarding bus routing and scheduling, designation of bus stops, transportation personnel and student bus discipline;

May participate on negotiation committee and handle formal grievances from transportation employees;

Coordinates in-service training programs for transportation staff required by State Education Department and school district;

Assures they are adequately trained substitute bus drivers available when needed;

Assists in the preparation of annual transportation budget;

Supervises bus drivers and transportation personnel to assure they comply with policies of the School Board as they relate safety, courtesy, reporting and self-responsibility;

May prepare specifications for new vehicles and equipment;

Prepares a variety of records and related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONNEL CHARACTERISTICS: Thorough knowledge of standard transportation methods and the operation of the buses; good knowledge of the district; good knowledge of automotive repair methods and of the terminology and tools of the trade; good knowledge of driving safety practices; good knowledge of New York State Motor Vehicle Law, and applicable regulations of the Public Service Commission; ability to plan and supervise the work of subordinates; ability to keep records and make reports; tact; courtesy; dependability; physical condition commiserate with the demands of the position.

#### MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in Business Administration or Transportation Management and two years of experience in the transportation operations field; or

(B) Graduation from high school or possession of a GED and four (4) years of experience in maintenance and repair of automotive equipment; or

(C) Graduation from high school or possession of a GED and four (4) years of experience in the operation of multi passenger vehicles or the dispatching of motor equipment.

\*\*CDL Preferred, but not required.

Apply online at [olasjobs.org](http://olasjobs.org).