SCHOOL TRANSPORTATION DIRECTOR 62080

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This work involves responsibility for planning and directing a comprehensive school transportation program in a large school district. This is primarily an administrative position, although, on occasion the employee may perform the work of subordinates such as operating a school bus or dispatching buses. Under the general direction of the chief school executive or other administrative superior, a considerable amount of latitude is exercised by the employee in planning and implementing various aspects of the transportation program. Direct supervision is exercised over a small number of supervisory personnel such as School Bus Dispatcher, Automotive Mechanic Crew Leaders and Assistant Transportation Director, and over a large number of non-supervisory personnel including Automotive Mechanics and Helpers, School Bus Drivers and clerical personnel. Work is reviewed through conference and by evaluation of the transportation program. Does related work as required.

TYPICAL WORK ACTIVITIES

Plans and supervises the operation of a school transportation program.

Establishes school bus routes and time schedules to coincide with class hours.

Supervises and directs a comprehensive program of school vehicle maintenance and repair.

Interviews prospective drivers and mechanics, and makes recommendations for appointment of personnel.

Maintains necessary records involving payrolls, personnel records, material costs, equipment and parts inventory, etc; prepares and submits required reports to the Board of Education and other involved governmental agencies.

Supervises and maintains requisitions of supplies and equipment.

Supervises the training and orientation of new drivers, gives instruction on

applicable state motor vehicle laws.

Prepares annual transportation budget.

Assists in the preparation of state reports and aid claims.

Advises administrative superiors of replacement needs and costs of school bus vehicles.

May develop equipment specifications, review bids and recommend appropriate purchases.

May drive a school bus.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of standard transportation methods and programs as related to school districts.

Thorough knowledge of current New York State Motor Vehicle, Department of Transportation and Education Laws, rules and regulations as applied to the operations of school buses.

Good knowledge of principles, practices and methods used in the purchasing and requisitioning of school transportation vehicles, tires, gasoline, oil and sundry automotive parts.

Good knowledge of the principles and practices of school bus operation.

Good knowledge of standard safety practices as applied to school transportation programs.

Good knowledge of the principles and practices of supervision.

Knowledge of standard methods and technology used in the maintenance and repair of school buses.

Ability to make and maintain comprehensive reports and records.

Ability to supervise and evaluate subordinates in a manner conducive to full performance and high morale.

Ability to judge the efficiency and safety of motor vehicles and the usefulness of deteriorating motor equipment.

Ability to gather, compile and analyze pertinent data for a school transportation program.

Ability to establish and maintain harmonious working relationships between staff, parents, principals and students.

MINIMUM QUALIFICATIONS

Promotion:

One (1) year of permanent competitive class status in the title of Assistant School Transportation Director, or two (2) years of permanent competitive class status in the title of School Bus Dispatcher or Automotive Mechanic Crew Leader.

Open Competitive:

Five (5) years of work experience, or its part-time equivalent, in school transportation, commercial bus or truck transportation or a closely related motor equipment transportation field which involved responsibility of routing, scheduling personnel or maintenance and repair of motor vehicles, two (2) years of which must have been in a supervisory capacity.

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