

Supervisor of Transportation

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Job Description:

The Somers Central School District seeks a Supervisor of Transportation to plan and operate a safe, efficient, and economical system for the transportation of approximately 3,000 students of the District. Works closely with the transportation contractor on all transportation related issues. Supervision is exercised over Bus Drivers, Bus Attendants, and related personnel.

Examples of work include:

Confirms that all safety procedures and protocols for school buses are followed

Determines eligibility of students to ride on buses in accordance with the District's policy

Uses Transfinder Software to generate all of the routes for the District

Prepares time schedules for buses

Prepares state transportation reports

Checks and inspects service and maintenance procedures for buses

Receives complaints related to transportation and resolves the complaints

Uses software applications including spreadsheets, email, and database software to carry out job responsibilities

Salary:

Competitive for the region

Must meet Westchester County Civil Service requirements for position