

TRANSPORTATION SUPERVISOR

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 and performs the maintenance on all district-owned transportation equipment and vehicles;
 Supervises bus drivers and reviews timesheets;
 Develops and supervises preventative maintenance programs;
 Recruits personnel and supervises training for all transportation personnel;
 Authorizes purchases of parts, tools, and makes recommendations for changes in the fleet;
 Supervises transportation input to payroll department;
 Develops and maintains standards for the health and safety of transportation employees;
 Conducts emergency bus drills;
 Cooperates with drivers, principals, parents, and other school officials to maintain district standards for student behavior and safety;
 Conforms and responds to all State and Federal laws and complies with all reporting requirements;
 Supervises the maintenance of daily records of mileage, pupil data base, expense for oil, grease, parts, etc. and generates a monthly report;
 Cooperates with business office in insurance matters;
 Advises Superintendent on road conditions and school closing;
 Performs other duties as assigned by the Business Administrator.

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 the Public Service Commission; ability to plan and supervise the work of subordinates; ability to keep records and make reports; ability to get along well with others; dependability; good physical condition.

MINIMUM QUALIFICATIONS: Graduation from high school AND EITHER:

1. Three (3) years full-time paid experience, or its part-time equivalent, as a skilled automotive mechanic or technician in a full-service automotive repair shop; one (1) year of which must have been in a supervisory capacity; OR
2. Five (5) years full-time paid experience, or its part-time equivalent, dispatching motor equipment OR in the operation of multi-passenger vehicles (15 passengers or more, requiring a CDL license).

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TRANSPORTATION SUPERVISOR

MINIMUM QUALIFICATIONS: (Continued)

SUBSTITUTION: Possession of a vocational or technical training program Certificate in the repair of automotive or heavy equipment may be substituted for one (1) year of the required experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Class B, with P Endorsement, License at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

REVISED: 4/28/10, 2/27/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

(GCSD adopted Ontario County job description, #407, for Transportation Supervisor and retitled their one vacant position of Transportation Supervisor (Geneva City School District) to Transportation Supervisor on April 3, 2019.)