

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: ASST SUPERVISOR OF TRANSPORTATION (KIRYAS JOEL) **TITLE #:** 1676

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work involving the responsibility for assisting the Supervisor of Transportation in the management of the transportation system of the Kiryas Joel Union Free School District. Work is performed under the general supervision of a designated administrator according to policies and procedures designed to insure the safe and efficient operation of school buses. Direct supervision is exercised over transportation personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides training and retraining for school bus drivers and school monitors;

Conducts defensive driving reviews, road tests and written tests. Arranges for performance tests on driving staff and continuing training requirements;

Ensures compliance with applicable safety rules, regulations and laws;

Utilizes computer applications for maintaining driver records and bus routing;

Approves all transportation purchases and bills; maintains inventory records of equipment and supplies;

Prepares the transportation budget and monitors the monthly expenses of the department;

Directs the maintenance, repair and inspection of all transportation vehicles;

Assists in planning transportation routes for bus drivers to follow and preparing time schedules and stop locations for buses;

Assists in preparing driver work rosters, specifications for transportation contracts and equipment bids and various reports;

Attends training seminars, meetings and conferences as required by various NY State regulatory agencies;

May investigate school bus accidents and prepare all required reports and claims;

May drive a school bus and assist with dispatching as needed.

CLASS TITLE: ASSISTANT SUPERVISOR OF TRANSPORTATION **TITLE #:** 1676
(KIRYAS JOEL)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of standard transportation methods and of the operation of buses; good knowledge of the methods used in the routing and scheduling of school buses; good knowledge of driver training methods, driving safety practices and traffic laws and regulations; good knowledge of automotive repair methods and of the terminology and tools of the trade; computer literacy; ability to lead and direct the work of others; proficiency in the Yiddish language; ability to follow oral and written instructions; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in a transportation system including responsibility for performing or overseeing routing, training, administering school bus driving exams, scheduling personnel, dispatching or maintenance of vehicles.

SPECIAL REQUIREMENT: Must possess and maintain a valid Class B CDL license with Passenger endorsement and a current 19A Examiner Certification and have the ability to speak, understand and write the Yiddish language.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: 8/17/10 dr
REVISED: 11/16/10 dr