

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

**CLASS TITLE:** ASSISTANT SUPERVISOR OF TRANSPORTATION      **TITLE #:** 1060

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory work involving the responsibility for assisting the Supervisor of Transportation in the management of a transportation system of a school district. Work is performed under the general supervision of the Supervisor of Transportation or a School district Administrator. Direct supervision is exercised over transportation personnel. Acts as Supervisor of Transportation in their absence. Does related work as assigned or required.

**TYPICAL WORK ACTIVITIES:**

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

Assists in the training of school bus drivers and monitors, conduct testing when needed;

Ensures that all school bus drivers and monitors maintain compliance with applicable Department of Motor Vehicles and State Education Department regulations; maintains necessary files reflecting such compliance for auditing purposes;

Assists in directing the maintenance and repair of all transportation vehicles;

Assists in preparing the transportation budget and monitoring the monthly expenses of the department;

Assist with pupil safety programs at public and non-public school;

Assists in handling pupil disciplinary problems on the buses;

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

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

May drive a school bus or monitor on occasion.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of standard transportation methods and of the operation of buses; good knowledge of automotive repair methods and of the terminology and tools of the trade; good knowledge of the methods used in the routing and scheduling of school buses; good knowledge of transportation computer applications for bus routing; computer literacy; working knowledge of school district operational procedures and safety practices; organizational skills; ability to establish and maintain effective working relationships with others; ability to plan work for self and others; ability to follow oral and written instructions; dependability; good judgement; 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 and School Bus endorsements (B-PS).

When assigned to the Goshen Central School District, Monroe-Woodbury Central School District or the Minisink Valley Central School District: Must be a 19A Certified Examiner and School Bus Driver Instructor (SBDI).

**JURISDICTIONAL CLASSIFICATION:** Competitive

REVISED: 01/23/23 Id