

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

**CLASS TITLE:** SUPERVISOR OF TRANSPORTATION (DIAL-A-BUS)

**TITLE #:** 1673

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative and supervisory position involving the responsibility for the overall management of a municipal Dial-a-Bus program which includes the development of all transportation routes, scheduling of employees, budget preparation, vehicle maintenance and safety, training and evaluation of drivers, and compliance with laws and regulations related to safety, certification, and required reporting. Work is performed under the direct supervision of the Town Supervisor with leeway allowed for carrying out the details of the work. General supervision is exercised over the work of transportation department personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Supervises bus drivers and other office personnel and oversees the distribution of work schedules and assignment of buses;

Develops transportation routes consistent with the needs within the service area;

Creates an annual transportation budget for the Dial-A- Bus program, monitors the monthly expenses of the department and projects future expenditures;

Ensures compliance with Federal, State and local regulatory agency requirements, and files mandatory reports in a timely manner;

Acquires all transportation vehicles and ensures vehicle specification requirements are met;

Directs the maintenance, repair and inspection of all transportation vehicles and related equipment, including radios and cellular phones, according to manufacturer's specifications;

Conducts training, refresher programs and safety meetings for new and current bus drivers;

Enforces transportation policies to be maintained on the buses;

Oversees driver work rosters and time records;

Determines time schedules and stop locations for buses and also maintains maps of all bus routes;

Interviews prospective applicants and recommends the hiring of new bus drivers and other personnel;

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Collaborates with other county and/or municipal departments to plan and implement capital projects to enhance service, and to facilitate the development of a county-wide transportation system;

Oversees marketing program in the development of innovative, revenue-generating marketing strategies;

May draft inter-municipal agreements regarding the provision of services and remuneration for the same;

May participate in disciplinary proceedings and negotiations.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Knowledge of state safety regulations and state laws regarding transportation; knowledge of standard transportation methods and the operation of buses; working knowledge of modern methods of keeping financial accounts and records; familiarity with automotive terminology; ability to project future transportation needs; ability to efficiently operate a computer to develop and maintain required reports; ability to meet required deadlines; ability to plan and supervise the work of others; good interpersonal skills; dependability; sound 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 three (3) years of experience in the supervision or administration of a transportation system including responsibility for performing or overseeing routing, scheduling personnel and maintenance of vehicles.

**SPECIAL REQUIREMENT:** Must possess and maintain a valid Class B CDL license with Passenger endorsement.

**SPECIAL REQUIREMENT WHEN ASSIGNED TO THE TOWN OF WARWICK:**

Must possess and maintain a 19A Examiner Certificate.

**JURISDICTIONAL CLASSIFICATION:** Competitive

1/30/09