

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

CLASS TITLE: SUPERVISOR OF TRANSPORTATION (KIRYAS JOEL) **TITLE #:** 1675

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position involving the responsibility for the overall management of a transportation system of the Kiryas Joel Union Free School District. The work involves development of transportation routes, scheduling of employees, budget preparation, vehicle maintenance and safety; recruitment, training and evaluation of drivers. 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. General supervision is exercised over the work of school bus drivers and other transportation department personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Determines transportation routes, time schedules and stop locations for buses;

Prepares and presents district safety meetings;

Recruits drivers and substitute drivers as needed and develops training programs for new drivers;

Maintains driver work rosters and the time records for payroll;

Enforces disciplinary rules to be maintained on the buses;

Communicates and interacts with parents, teachers and principals in Yiddish;

Approves the annual transportation budget and monthly expenses of the department;

Assures compliance with laws and regulations related to school bus operation and required reporting;

Prepares all State and school district transportation reports and maps of bus routes;

Assists in the preparation of State Aid reports;

Maintains files for Department of Motor Vehicles, Department of Transportation, State Education Department and other regulatory agencies as required;

May operate a school bus as needed.

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CLASS TITLE: SUPERVISOR OF TRANSPORTATION (continued)
(KIRYAS JOEL)

TITLE #: 1675

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of state laws and regulations regarding school transportation; thorough knowledge of state safety and insurance regulations; good knowledge of computer routing systems; good knowledge of standard transportation methods and of the operation of buses; ability to get along well with others; ability to project future transportation needs; ability to plan and supervise the work of others; proficiency in the Yiddish language; 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 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