

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

CLASS TITLE: SUPERVISOR OF TRANSPORTATION

TITLE #: 1674

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position involving the responsibility for the overall management of a transportation system of a school district, 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 school bus operation and required reporting. Work is performed under the general supervision of a senior school district official with wide leeway allowed for carrying out the details of the work. 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 for school bus drivers to follow;

Prepares time schedules and stop locations for buses;

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

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

Prepares and presents district safety meetings;

Develops training programs for new drivers;

Assists in the preparation of State Aid reports;

Enforces disciplinary rules to be maintained on the buses and, in conjunction with Building Principal, handles all pupil disciplinary problems occurring on the buses;

Maintains driver work rosters and the time records for payroll;

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

Approves all transportation purchases and bills;

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

Maintains inventory records of equipment and supplies;

May operate a school bus as needed.

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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; good knowledge of automotive repair methods and of the terminology and tools of the trade; ability to get along well with others; ability to project future transportation needs; ability to plan and supervise the work of others; 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 New York State Class B CDL license with Passenger and School Bus endorsements (B-PS).

SPECIAL NOTE: May be required to possess 19A Certified Examiner and School Bus Driver Instructor (SBDI) certifications at time of appointment as deemed by the Appointing Authority.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 9/17/20 AT