

ASSISTANT SUPERVISOR OF TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting in the administration and supervision of the transportation department of a large school district. The incumbent supervises and directs the safe operation and repair of the automotive equipment and investigates accidents and motor vehicle law violations. Work is performed under the general supervision of the Supervisor of Transportation. Supervision may be exercised over the work of the subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Maintains and investigates accident reports;
2. Investigates and reports violations of motor vehicle laws to Supervisor of Transportation;
3. Receives complaints from parents and the public in general regarding school transportation and attempts to rectify problems;
4. Recommends the placing or relocation of stop signs and road hazard signs to State Transportation authorities;
5. Keeps records of mileage, number of pupils carried and number of stops made on each route;
6. Assists with the preparation of transportation reports including cost of operation per vehicle, repairs made and inspections performed;
7. Helps with the preparation of disciplinary rules and the seating arrangement on the buses;
8. Assists with the preparation of bus time schedules and the determination of bus routes;
9. May assign trips and relief runs to bus drivers;
10. May issue assignments to substitute or relief drivers;
11. May assist with the preparation of budgetary requests;
12. May assist with labor relations;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of school district transportation methods and operation;
Good knowledge of office terminology, procedures and equipment;
Good knowledge of business English and arithmetic;
Working knowledge of standard automotive repair methods, terminology and tools;
Working knowledge of Department of Transportation regulations as they pertain to New York State Education Law;
Working knowledge of research procedures;
Ability to prepare and analyze statistical reports on operating expenses;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

ASSISTANT SUPERVISOR OF TRANSPORTATION (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) High school graduation and three years of experience in the operation or repair of automotive equipment, one year of which was in a supervisory or administrative capacity;
- OR: (B) Any equivalent combination of training and experience.

SPECIAL REQUIREMENTS:

1. Eligibility for the appropriate level New York State Driver license at the time of application. Possession of license at time of appointment.

2. Employees in this class may be required to take a course for licensure as 19-A Inspector and School Bus Driver Instructor.