

Jurisdiction Class: Competitive  
EEO Category: Administrative support  
Revised: 03/07/2024

## **TRANSPORTATION SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position involving responsibility for the safe and efficient operation and maintenance of the transportation system of a school district. Because the transporting of children is involved, the safety factor is of utmost importance. Consequently, the incumbent must be aware at all times of the need to observe special cautionary measures in overseeing the transportation program and related repair and maintenance activities. This class differs from Head Bus Driver, Head Automotive Mechanic, or other equivalent titles because of the overall direction of the transportation program including the supervision of maintenance and repair staff as well as Bus Drivers. The work is performed under general supervision of the Superintendent of Assistant Superintendent for Business or other school administrative official, allowing considerable leeway for the exercise of independent judgment. Supervision is exercised over the work of all subordinate transportation personnel. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Oversees the establishment of routes to be followed and preparation of time schedules for buses for public and non-public pupils in the school district;  
Supervises service, maintenance, cleaning, and repair of school district vehicles and ensures vehicles meet all accepted safety standards and requirements;  
Prepares periodic reports which include routine data information, mileage usage, bus utilization, repair costs, inspections, and employee payrolls;  
Recommends appointment and dismissal of transportation employees and sets standards of performance;  
May assign substitute bus drivers for extracurricular trips including those for athletic teams;  
Establishes a preventive maintenance schedule and insures adherence by drivers and mechanics;  
Supervises loading and recommends stopping places for buses;  
Purchases or oversees the purchase of bus supplies including gasoline, tires, lubricants, anti-freeze, and repair parts;  
Directs the preparation of accident reports and the filling of necessary insurance forms and department of transportation records;  
Processes complaints regarding bus routine and scheduling, designation of bus stops, transportation personnel and student bus discipline;  
May participate on negotiation committee and handle formal grievances from transportation employees;  
Coordinates in-service training programs for transportation staff required by State Education Department and school district;  
Assures there are adequately trained substitute bus drivers available when needed;  
Prepares the annual transportation budget;  
Ensures that transportation personnel comply with policies of the School Board as they relate to safety, courtesy, reporting, and self-responsibility;  
Monitors and records transportation personnel work hours for payroll purposes;  
May prepare specifications for new vehicles and equipment;  
Prepares a variety of records and reports related to the work;

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**TYPICAL WORK ACTIVITIES:** (Continued)

Maintains safety standards in conformance with state and insurance regulations and develops a district program of preventive safety;  
Advises the Superintendent on road hazards for decision on school closing during inclement weather;  
Acts as liaison with Town Highway Superintendent for consultation on road hazards for decision on school closing during inclement weather;  
Develops recommendations for future equipment and personnel needs based on accurate and accountable data.  
May operate a school bus in emergency or substitute basis.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of standard transportation methods and the operation of buses; thorough knowledge of the geography of the district; good knowledge of automotive repair methods and of the terminology and tools of the trade; good knowledge of safe driving practices; good knowledge of the New York State Motor Vehicle Law and applicable regulations of the Public Service Commission; ability to plan and supervise the work of others; ability to prepare and maintain written reports; ability to get along well with others.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience in the operation of multi- passenger vehicles and the dispatching of motor vehicles **AND** two (2) years of supervisory experience; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience in the maintenance and repair of automotive equipment **AND** two (2) years of supervisory experience.

**SPECIAL REQUIREMENT:** Eligibility for the Class B or higher-level New York State commercial driver's license with passenger endorsement and without airbrake restriction. Possession of a valid CDL license at time of appointment. This license must be maintained throughout appointment. Candidates must be at least 21 years of age.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/23/1987  
Revised: 05/23/1995, 05/03/2011, 09/25/2023, 03/07/2024