



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **TRANSPORTATION SUPERVISOR**
Jurisdictional Class: Competitive
Civil Division: Schools; BOCES
Adoption: CSM 11/1/75
Revised: CSM 12/10/79; 1/14/81; 8/14/82; 3/21/85; 12/14/94; 5/11/05; 5/9/07; 7/11/18

DISTINGUISHING FEATURES OF THE CLASS:

The work involves the responsibility for the supervision of a transportation system of a school district. Under general supervision, an employee in this class is responsible for coordinating and supervising all aspects of the transportation program including scheduling of the bus runs, employee work assignments, vehicle maintenance and safety, training and evaluating bus drivers, compliance with laws and regulations related to school bus operation and required reporting. 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 day-to-day supervision of maintenance and repair staff as well as Bus Drivers. The work is performed under general supervision allowing considerable leeway for the exercise of independent judgment. Supervision is exercised over the work of School Bus Drivers and Automotive Mechanics and other personnel as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises automotive mechanics and helpers in the repair and maintenance of vehicles involving motor tune up, brake relining, carburetor repairs, grease and oil jobs, repair to universal and transmission, installing gaskets, radiator repairs, etc.;

Schedules routine maintenance for school buses to insure safe and efficient operation of vehicles;

Periodically checks all vehicles for compliance with safety laws and need for repair or maintenance work;

Establishes school bus routes and time schedules in coordination with chief school administrator or other administrative superior;

Supervises and assigns school bus drivers to routes and sees that every route is covered on a daily basis;

Receives and resolves routing and bus stop problems, complaints and other problems involved in a bus run;

May confer with parents and principals on student behavior problems;

Orients and trains new drivers and may give road tests to new drivers;

May be responsible for all aspects of training school bus personnel;

Re-evaluates driving habits of veteran bus drivers;

Assists in the preparation of state transportation reports and maps of bus routes;

Maintains necessary records involving time sheets/ cards, personnel, material costs, equipment and parts inventory, etc.;

Writes specifications for all new vehicles and equipment and approves all purchases of parts and materials;

Keeps a daily record of mileage and number of pupils carried;

Makes out periodic reports that include cost of operating each bus on the basis of expenses for gasoline, oil, grease, anti-freeze, parts, labor wages, storage or rental, and other expenses;

Arranges for all special trips including those for athletic teams and assigns substitute bus drivers for all extracurricular trips;

TYPICAL WORK ACTIVITIES: (Illustrative Only) Continued

Upon occasion, may operate a school bus on an assigned route.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of standard transportation methods and the operation of buses;
Good 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 driving safety practices;
Good knowledge of the New York State Motor Vehicle Law and applicable regulations of the Public Service Commission;
Ability to use computers/technology and associated software related to transportation and student records;
Ability to plan and supervise the work of subordinates;
Ability to keep records and make reports;
Ability to establish and maintain harmonious working relationships between drivers, parents, principals and students;
Ability to get along well with others;
Dependability;
Physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or in possession of a general equivalency certificate; AND

EITHER:

(A) Graduation from a technical school with an emphasis on heavy equipment and/or diesel mechanics or related field and three years of work experience, or its part time equivalent, in school transportation, commercial bus or truck transportation, supervision of the repair and maintenance of motor vehicles or a field closely related to the aforementioned which included responsibility for routing, scheduling personnel or maintenance of vehicles; OR

(B) Five years of work experience, or its part time equivalent, in school transportation, commercial bus or truck transportation, supervision of the repair and maintenance of motor vehicles or a field closely related to the aforementioned which included responsibility for routing, scheduling personnel or maintenance of vehicles; OR

(C) Any equivalent combination of education and experience as defined by (A) and (B) above.

SPECIAL REQUIREMENT(S):

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

NOTE: If the position involves the operation of school buses, candidates must satisfy the requirements for School Bus Drivers as set forth in the Rules and Regulations of the New York State Commissioner of Education.

NOTE: If testing School Bus Drivers: Certification as an Examiner in accordance with the Regulations of the Commissioner of Motor Vehicles and Article 19-A of the Vehicle and Traffic Law is mandatory.