

TRANSPORTATION DIRECTOR I

Code No.: 5-20-009

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative level position involving direction, planning, budgeting, and supervision of pupil transportation services for eligible students, including the handicapped, residing within the school district. Employees of this class direct operations activities of routing, scheduling and busing, and direct the bus maintenance and inspection program for the district-owned fleet. The Director also oversees the bus operator driver safety training program and the maintenance of records necessary for obtaining State Aide. This position differs from that of Director of Transportation II primarily by the size of the operation, the number of students transported, and the administrative supervision exercised. In addition, the Director of Transportation I is heavily involved with negotiating service contracts, negotiating employee contracts, and suspending transportation privileges. Work is performed under general supervision from an administrator with wide latitude allowed for the exercise of independent judgment in providing safe, adequate and cost effective transportation. Direct supervision is exercised over supervisory level operations and maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Recommends and implements transportation policy established by Superintendent and the board;

Develops and controls transportation budget;

Directs and assists in the development of transportation routes for district students, including students with handicapping conditions, to district and non-district schools;

Directs and assists in the development of bus schedule times and stop locations for the various routes and in the assignment of bus operators to specific routes;

Determines special transportation needs for the handicapped and directs or arranges transportation by specially constructed district fleet or through contracted services;

Negotiates service and fares with Regional Transit Service;

Negotiates as part of management for labor contract;

Directs or arranges transportation for field trips, sports activities, or other extra-curricular activities as well as transportation for summer school programs, Senior Citizens, and City sponsored functions;

Conducts pupil/parent disciplinary meetings and suspends transportation privileges for disruptive students;

Directs the issuance and replacement of passes;

Directs fleet maintenance program including service and repair, preventive maintenance, and

periodic fleet inspections;

Oversees daily records maintenance of mileage, students transported, and stops made for use in State report and report to the Board;

Directs the preparation of State report and claim for reimbursement of funds;

Prepares technical and statistical reports on transportation operations and expenditures for administration and Board of Education meetings;

Directs transportation payroll and personnel functions including interviewing, employee evaluation, training, and discipline;

Checks and authorizes for payment, bills for bus repairs and contracted services;

Writes specifications for transportation contracts;

Directs preparation of purchase specifications for vehicles and purchase requisitions;

Attends and speaks at parents meetings regarding transportation policy and issues.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of State Education Law as it pertains to reimbursement, minimum student transportation limits, transportation of the handicapped, bus operator training, and medical standards for operators; thorough knowledge of Transportation Law as it pertains to inspection and construction of buses; thorough knowledge of Motor Vehicle Law as it pertains to driver qualifications, bus operations and traffic and safety requirements and precautions; thorough knowledge of district transportation policy; good knowledge of transportation routing and scheduling methods; good knowledge of State, City, Town, and Village traffic laws; good knowledge of records maintenance methods and practices; good knowledge of budget preparation and control; working knowledge of principles and practices of contract negotiations; administrative and supervisory skill; ability to plan, assign, and review the work of others; ability to develop transportation routes and to develop bus schedule times and stop locations; ability to match transportation methods with student transportation requirements; ability to implement applicable state law and district policy to routing; ability to prepare required State and Board reports including narrative and tabular presentations; ability to prepare and control budgets; ability to write purchase specifications for transportation; ability to participate in labor contract negotiations; ability to review bills and authorize for payment; ability to maintain detailed records; ability to deal effectively with district administrators and parents; patience; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and four (4) years full-time paid experience or its part-time equivalent in student transportation planning, budgeting, routing, scheduling, arranging contracted services, or office management (including responsibilities for personnel and payroll operations), one (1) year of which must include supervision; OR,
- (B) Graduation from high school or possession of a high school equivalency diploma plus eight (8) years full time experience or its part-time equivalent as described in (A), one (1) year of

which must include supervision; OR,

- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS:

Possession of a valid New York State Class *5* Operator's license at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

FORMERLY: Supervisor of Pupil Transportation

REVISED: February 25, 1982