

## TRANSPORTATION DIRECTOR II

Code No.: 5-20-010  
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 a suburban school district. Employees of this class direct operations activities of routing, scheduling, and busing, and direct the bus maintenance and inspection program for district-owned fleet. The director also oversees the bus operator driver safety training program and the maintenance of records necessary for obtaining State Aid. This position differs from that of Transportation Director I primarily by the smaller size of the operation, the smaller numbers of students transported, and direct involvement in day-to-day operations of the department. 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 operations and maintenance staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Recommends and implements transportation policy established by the 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 time 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;

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 Town sponsored functions;

Directs fleet maintenance program including service and repair, preventive maintenance, and periodic fleet inspections;

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

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 payroll, bills for bus repairs and contracted services;

Directs preparation of purchase specifications for vehicle and purchase requisitions;

Attends and speaks at parent meetings regarding transportation policy and issues;

May conduct disciplinary meetings to determine cause for suspension of transportation privileges.

**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; 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 contracts; ability to review bills and authorize for payment; ability to maintain detailed records; ability to deal effectively with district administrators and parents; ability to develop inventory control procedures; 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, plus three (3) years of full-time or its part-time equivalent paid experience in student transportation in one or more of the following areas: planning, budgeting, routing, scheduling, arranging contracted services for student transportation, office management (including responsibilities for personnel and payroll operations), one (1) year of which shall have included supervision; OR,
- (B) Graduation from high school or possession of a high school equivalency diploma, plus seven (7) years of full-time or its part-time equivalent paid experience as described in (A), one (1) year of which shall have included 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 the 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 Transportation

**FORMERLY:** Director of Transportation

**REVISED:** January 9, 1986