

ASSISTANT TRANSPORTATION DIRECTOR

Code No.: 940195
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position for is responsible for the daily operation of school district-owned vehicles and contracted services and the preparation and planning of transportation programs, activities, and transportation routes and schedules. The employee reports directly to, works under the general supervision of the Transportation Director I or other higher-level staff member. General supervision is exercised over technical bus operations 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.)

Develops bus routes, Map-routing, schedules, and contracts for student transportation;

Assists in the preparation of the departmental budget and in continuous budget control activities;

Meets with the public and school administrators concerning student transportation activities;

Interviews prospective department employees and makes, hiring recommendations;

Works with information technology staff to ensure appropriate use of data in evaluating information;

Receives and attempts to resolve parent and administrator complaints concerning school district and contractor buses;

Assists in developing employee training sessions and workshops in adherence to designated laws;

Coordinates bus assignments for field trips, sports activities, and after school activities;

Assists in developing bid specifications for contract transportation;

Evaluates department personnel;

Works with contractors to resolve discipline and service problems;

Supervises the completion of daily composite mileage reports;

Coordinates the daily assignment of students to appropriate transportation schedules;

Drives bus in absence of bus drivers or during an emergency situation;

Substitutes for supervisor as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of transportation routing and scheduling methods; thorough knowledge of Motor Vehicle law as it pertains to driver qualifications, bus operations, traffic safety requirements and precautions; good knowledge of State Education law as it pertains to transportation of the people with disabilities, bus operator training and medical standards for operators; good knowledge of the district transportation policy; good knowledge of budget preparation and control; good knowledge of basic

practices and techniques used in employee training programs; working knowledge of application of computer systems; supervisory ability; ability to communicate orally and in writing; ability to organize, prepare and present oral and written material; ability to plan and schedule the work of employees; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus, EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent experience in student transportation planning, budgeting, routing, scheduling, arranging contracted service, or office management; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above, OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as defined in (A) above; OR
- (D) An equivalent combination of training education and experience as defined by the limits of (A),(B) and (C) above.

SPECIAL REQUIREMENTS:

Possession of a valid Class *B* Commercial Driver's License (CDL) with a *P* (Passenger) endorsement and *S* (School Bus) endorsement, issued by the State of New York.

REVISED: January 29, 1981

REVISED: July 10, 2017