

BUS MAINTENANCE AND OPERATIONS SUPERVISOR

Code No. 3-11-092
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position in a school district transportation department responsible for supervising vehicle maintenance and bus operations activities. The work involves responsibility for maintenance and repair activities, assisting in promoting proper safety measures, routing and scheduling activities, and monitoring policy compliance. Direct supervision is exercised over bus drivers, mechanics, and dispatchers. The employee reports directly to and works under the general supervision of the Director of Transportation or other administrator. 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.)

Coordinates maintenance of transportation department vehicles in accordance with all laws, regulations and safety requirements;

Assists in educating and instructing bus drivers and mechanics in safe and efficient driving practices, maintenance, first aid and safety measures;

Assists in developing routes and schedules for student transportation and vehicle maintenance and repairs;

Assists in implementing corrective measures for inadequate or unsafe busing practices;

Provides input and recommendations on purchase of vehicles and equipment;

Directs and leads mechanics and bus drivers in their daily tasks;

Coordinates the requisition of parts, supplies and related equipment;

Observes bus operations and driver performance;

Keeps records of maintenance, tires, gas, oil, labor, mileage, accidents, and other related information;

Monitors buses for safety equipment and general condition;

Drives school buses as needed;

Acts as liaison between driving and mechanical staff;

Assists in monitoring compliance with district transportation policy.

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

Good knowledge of the methods and practices involved in repair and maintenance of school buses, trucks and passenger vehicles; good knowledge of shop equipment, tools, parts, and their potential use; good knowledge of transportation safety practices; working knowledge of transportation routing and scheduling methods; working knowledge of State and Local education and traffic laws as related to the transportation of students including special transportation for persons with disabilities; mechanical skill; organizational ability; supervisory ability; ability to operate a school bus; ability to instruct others in safety measures; ability to identify and implement corrective measures; ability to maintain records and files; ability to prepare concise written reports; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Five (5) years paid full-time or its part-time equivalent experience in student transportation that involved EITHER: planning, budgeting, routing, scheduling, or office management; or senior* level work that involved mechanical repair and/or maintenance of school buses; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years of experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Education beyond the Associate's degree cannot be substituted for the three (3) year experience requirement.

*Senior-level work must include training other mechanics in difficult or complex procedures, supervising lower-level mechanics and/or helpers, and diagnosing reoccurring automotive problems.

SPECIAL REQUIREMENTS:

Depending upon assignment, possession of a current Class *B* or Class *C* Commercial Driver's License (CDL) with a *P* (Passenger) endorsement and *S* (School Bus) endorsement, issued by the State of New York at time of appointment (must be twenty-one (21) years of age in order to be eligible to obtain required driver's license).

Must meet all State and Federal pre-employment requirements of the position prior to employment.

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.

ADOPTED: June 18, 1992
REVISED: December 10, 1992
REVISED: October 5, 2006