

BUS OPERATIONS SUPERVISOR

Code No.: 5-02-017

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, in the school transportation field, is responsible for day-to-day supervision of district bus operations, including district-owned and contracted services, to ensure the safe and efficient transportation of disabled and non-disabled students to district and non-district schools and on special trips. Employees oversee the daily pre-and post-trip inspections, as well as the daily maintenance of driver records of miles traveled and students transported. The Bus Operations Supervisor schedules, supervises, instructs, and may provide road training of drivers and attendants. Work is performed in accordance with established rules and regulations as set forth by the State Education Department and the State Transportation Department. The employee reports directly to, and works under the general supervision of, a Transportation Director or other higher-level staff member. Direct supervision is exercised over drivers and attendants, and, where appropriate, the Assistant Bus Operations Supervisor. 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.)

Plans individual work schedules and assigns drivers to daily bus routes, special midday and after-school trips, and courier service;

Instructs drivers in classroom setting regarding traffic law, safe driving practices, and other topics included in the State Education Department Instructor's Manual;

Confers with principals and parents on student behavior problems;

Dispatches bus drivers providing information on daily changes in stops and areas of traffic congestion;

Assists at sites of emergency evacuation of buses or schools;

Restrains disruptive students or assists with discipline;

Monitors two-way radio channel to keep alert to traffic tie-ups caused by accidents, fires, and water main breaks;

Investigates and disposes of complaints and concerns from parents, drivers, and the general public involving any aspect of bus operations;

Supervises maintenance of mileage reports and students transported reports by each driver;

Interviews and selects drivers and attendants, evaluates work performance, and administers and/or assists with administering discipline;

Coordinates transfer of students from one bus to another bus;

Promotes safety education by attending principals' and Parent Teacher Association meetings to discuss regulations pertaining to student management and bus evacuation drills;

Arranges for alternate transportation in the event of mechanical failures and vehicular accidents;

Coordinates bus assignments for sports, midday and after-school activities;

Assists in the preparation of budget for district or unit;

Attends occasional workshops to keep abreast of changes in the field;

Substitutes as a bus driver;

Road trains drivers to operate buses and evaluates driving ability;

Checks and clears driving record of potential bus drivers with the Department of Motor Vehicles.

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

Thorough knowledge of route planning, work scheduling, and operation of a bus; thorough knowledge of the United States Department of Transportation's Omnibus Transportation Employees Testing Act of 1991; good knowledge of Article 156.3 of the Regulations of the Commissioner of Education and 19-A of the Vehicle and Traffic Law; good knowledge of the New York State School Bus Driver Training Program Course Guide and Basic Instructor's Manual; good knowledge of the special transportation needs of persons with disabilities; good knowledge of transportation safety practices; ability to schedule work; ability to supervise daily driver checks of vehicles for mechanical operation; ability to instruct bus drivers in a classroom setting on laws, safety, etc. as set forth in the Basic Instructor's Manual; ability to train and examine drivers in operation of a bus; ability to interview, select, and evaluate drivers and attendants; ability to give oral and written directions; ability to operate a school bus; ability to get along well with drivers, attendants, students, parents, and school administrators; good driving record; good judgment; physical condition commensurate with demands of the position.

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

- (A) Five (5) years paid full-time or its part-time equivalent experience in the operation of a school bus, or as a bus operations expeditor, school bus mechanic, school bus driver trainer or instructor, or a school bus accident investigator; OR,
- (B) Three (3) years paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (C) Five (5) years full-time or its part-time paid equivalent experience in the supervision of school bus drivers and operators; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

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 the 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 other State and Federal pre-employment requirements of the position prior to employment.

FORMERLY: Bus Foreman-Operations (City School District), Driver Trainer-Instructor (Suburban School District)

REVISED: January 8, 1987
Reviewed: December 2, 1986
REVISED: September 9, 1993
REVISED: July 10, 2001
REVISED: October 5, 2006
REVISED: December 3, 2009

ADDITIONAL INFORMATION:

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.