

## PUPIL TRANSPORTATION TECHNICIAN

Code No: 5-16-021

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving responsibility for routing district owned school buses and contracted school vehicles primarily for the transportation of handicapped students. Employees of this class assist in the administration and cost control of contracts under the direction of a higher level employee. General supervision is received from the Director of Pupil Transportation. Direct supervision may be exercised over several clerical employees and handicapped attendants. 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 for the transportation of district residents, especially the handicapped, to district or special schools;

Makes daily assignments of pupils to the appropriate route and vehicles;

Adjusts routes as required by change of pupil address or vehicle;

Acts as technical transportation advisor to the various Committees on Special Education;

Coordinates transportation for outside agencies dealing with handicapped students;

Assesses alternative methods of transportation, considering costs, pupil needs, and availability of district fleet;

Assists in the development of bid specifications and the selection of the transportation provider;

Prepares paper work for use by contracted provider, including the school calendar, monthly reporting forms, the method of computing charges, time tables, size of buses, and rates;

Maintains detailed records of all terms and adjustments of contracts;

Maintains schedules of district and contracted drivers and attendants;

Maintains files of requests for pupil transportation, change forms, discipline problems;

Investigates and resolves parent, teacher, and driver complaints about transportation services and disciplinary problems;

Collects, organizes and presents data needed for handicapped pupil transportation budget preparation;

Assists in preparation of routing data for submission to data processing;

Assists in the coordination of computerized transportation routing;

Assumes responsibility for training and evaluating handicapped attendants;

Schedules school field trips for multiple handicapped students;

Assists Safety Coordinator at accident scene involving handicapped students.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of office practices, procedures and terminology; good knowledge of routing procedures; working knowledge of adolescent psychology and the handicapped child; working knowledge of account keeping and cost control; working knowledge of the use of applications of computers; ability to route vehicles and schedule students; ability to establish and maintain complex reporting procedures and records; ability to keep accounts and to control costs; ability to deal effectively with contractors, the public, school officials, and students; ability to plan, assign and review the work of handicapped attendants; ability to collect, organize and present data in recommended or report format; ability to schedule and coordinate transportation for the school district and outside agencies; ability to follow State transportation laws and regulations and board policy when routing vehicles; ability to work independently; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three (3) years of paid full-time or its part-time equivalent experience in public or private transportation program planning, implementation, routing, bookkeeping or account keeping; OR,
- (B) Five (5) years of paid full-time or its part-time equivalent experience in public or private transportation program planning, implementation, or routing; OR,
- (C) Five (5) years of responsible clerical experience, two (2) years of which shall have involved bookkeeping or account keeping; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

**NOTE:** Additional education may not be substituted for experience.

**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.

REVISED: October 23, 1986