

Transportation Specialist - School Districts Tompkins County

Department: Tompkins-Seneca-Tioga BOCES

Classification: Competitive

Approved: BOCES Board Action

Revised: 11/03/14; 12/02/14; 9/18

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in the training of school bus drivers or in transportation administration; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** three years of full-time (or the equivalent part-time) and/or volunteer) experience in the training of school bus drivers or in transportation administration; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

A valid New York State Education Department's SBDI certificate is required at the time of appointment and must be maintained for the duration of employment.

Within 12 months of appointment, the candidate will be required to possess and subsequently maintain for the duration of employment:

- 1) A New York State Commercial Drivers License – Class B with Passenger and School Bus (P&S) endorsements; **AND**
- 2) A New York State Department of Motor Vehicles 19-A Examiner certificate.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for providing service to component school districts by assisting school transportation personnel with a variety of transportation related issues. These will include assisting, coordinating and conducting two-hour refresher training sessions; pre-service and basic courses for new drivers/monitors/attendants; advanced courses for veteran drivers; classroom training for new drivers preparing for DMV written tests; and training for school bus aides and monitors. The successful candidate will also conduct pre-audit reviews of 19-A files to ensure compliance and provide consultation and information regarding safety related transportation issues. An employee in this class will also coordinate periodic Transportation Supervisor meetings, provide behind-the-wheel training, conduct 19-A testing and maintain records for the component schools as needed. The work is performed under the general supervision of their Direct Supervisor. Considerable leeway is allowed for the exercise of independent judgment when carrying out the duties of the position. The incumbent will assist with all transportation issues and perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists, coordinates and/or conducts two-hour school bus driver/monitor/attendant refresher training programs;
- Assists, coordinates and/or conducts basic courses for new bus drivers/monitors/attendants;
- Assists, coordinates, and/or conducts ten-hour advanced courses for veteran bus drivers as needed;
- Assists, coordinates, and/or conducts classroom training for new drivers preparing for DMV written tests;
- Assists, coordinates and/or conducts training for school bus aides and monitors;
- Assists, coordinates and/or conducts pre-service training for new drivers/monitors/attendants;
- Conducts audits on 19-A driver files prior to DMV audits to ensure records compliance;
- Provides driver abstracts as needed;

- Provides consultation and information regarding safety related transportation issues;
- Coordinates periodic component school district Transportation Supervisor meetings; Conducts routine behind-the-wheel training for new school bus drivers;
- Conducts routine 19-A required testing and record keeping;
- May be required to conduct non-routine emergency behind-the-wheel training for new drivers;
- May be required to conduct non-routine emergency 19-A driver testing and record keeping.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the New York State Vehicle and Traffic Law and applicable regulations of the Commissioners of Education and Motor Vehicles;
- Good knowledge of the principles of pupil transportation;
- Good oral communication skills with a special emphasis on public speaking ability;
- Good knowledge of the component School District's transportation methods and training requirements;
- Good knowledge of business arithmetic and English;
- Ability to educate;
- Ability to understand, interpret and orally present a variety of written information;
- Ability to understand, interpret and carry out a variety complex oral and written instruction;
- Ability to keep records and prepare reports;
- Must possess the ability to work with a diverse population;
- Must be committed to school transportation safety;
- Tact, good judgment, dependability, and initiative are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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