

# **Transportation Supervisor Tompkins County**

**Department:** Various School Districts Throughout Tompkins County

**Classification:** Competitive

**Approved:** 04/05/88

**Revised:** 05/88; 11/03; 02/16

**By:** HH, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma **AND** four years of full time paid (or equivalent part time and/or volunteer) experience in bus driving that must have included one or more of the following: transportation department business operations, scheduling, dispatching, automotive repairs or maintenance, etc.

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

## **SPECIAL REQUIREMENTS:**

If the position involves the operation of a school bus, then the following special requirements apply:

Possession of the appropriate level New York State Driver's License at time of appointment; **AND**

(a) Candidates must also satisfy the requirements for school bus driver as set forth in the rules and regulations of the New York State Commissioner of Education, State Education Law and the Vehicle and Traffic Law;

(b) Possession of Chapter 19A certification where required by the school district;

(c) Possession of certification as a bus driver trainer where required by the school district.

## **DISTINGUISHING FEATURES OF THE CLASS:**

The incumbent of this position is responsible for the overall administration of a school district's transportation system to assure safe, efficient, and economical operation and maintenance. The transportation supervisor acts as a liaison between the transportation department staff and parents, students, teachers and school administrators to ensure its smooth running. Supervision is exercised over the work of bus drivers, automotive mechanics and other Transportation Department personnel. The work is performed under the general supervision of the Superintendent of Schools or assigned designee. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Prepares and implements department rules and regulations;
- Maintains liaison with parents, students, teachers and school administrators;
- Supervises and evaluates transportation department personnel;
- Receives, reviews and resolves any complaints regarding service;
- Oversees and assists in the enforcement of rules of behavior that apply to student riders and refers serious problems to a principal;
- Reviews all bus routes, stops, loads and scheduling of buses to obtain optimum efficiency;
- Interviews all transportation department staff applicants and recommends candidates for hire to the superintendent;
- Maintains time records of subordinates for payroll purposes;
- Prepares tentative budget proposals;
- Prepares reports which includes costs of operating each bus on the basis of expense for gasoline, oil, grease, parts, labor, etc.;
- Approves all transportation purchases and bills;
- Confers with the automotive mechanics regarding automotive purchases;
- Prepares state transportation reports;
- Keeps a daily record of mileage and number of students carried;
- Supervises arrangements for special trips;

- Attends various meetings as a representative of the Transportation Department;
- Monitors weather and road conditions in order to make recommendations to the superintendent as to when the fleet should be grounded.
- May operate a school bus.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of school district transportation methods and operations;
- Good 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 geography of the school district;
- Good knowledge of the general repairs required for school transportation equipment;
- Good knowledge of business arithmetic and English;
- Working knowledge of automotive repair methods and the terminology and tools of the trade;
- Ability to carry out complex oral and written directions;
- Ability to plan, supervise, and evaluate the work of others;
- Ability to keep records and prepare reports;
- Tact, good judgment, and dependability are all required traits;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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