

## GENESEE COUNTY

### TRANSPORTATION SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position involving responsibility for the safe and efficient operation and maintenance of the transportation facilities involving a fleet of buses of a school district. The safety factor is of utmost importance because children are involved. Consequently, the incumbent at all times is required to observe special cautionary measures in overseeing the transportation program and related repair and maintenance activities. The work is performed under general supervision, allowing considerable leeway for the exercise of independent judgment. Immediate supervision is exercised over the work of bus drivers, automotive mechanics and bus monitors. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Operate and manage transportation services and facilities, including services of private contractors with which the school district is engaged for services;

Facilitate and direct a fleet maintenance/repair program and fleet replacement/purchasing cycle;

Oversee all aspects of the Transportation Department, including the efficient management of school bus operations, prepare time schedules for buses and vehicle maintenance, including daily dispatch;

Drive a bus when necessary

Prepare reports and maintain files to meet all federal and state regulations (including but not limited to: fingerprinting, drug and alcohol tests, physicals, 19-A files, certifications for school bus driver certifications, maps of bus routes, etc.)

Ensure that all drivers continuously meet all certification, license, and training requirements to operate a school bus.

Prepare requisitions/POs for supplies/equipment;

Work with the employee labor group to foster good labor/management relations, to effectively address employee grievances;

Assist the Superintendent in collective bargaining negotiations, as requested;

Use district software to generate and assign all of the routes for the District, for all general education, parochial and special education students, in accordance with District policies and contractual obligations (including: field trips, student data, vehicle information, summer, and school year routes, extra trip requests);

Maintain a roster of qualified substitute drivers and assign them to routes as needed;

Make out periodic reports, which include cost of operating each bus on the basis of expenses for gasoline, maintenance products, labor wages and other related expenses;

Maintain time records of bus drivers for payroll purposes;

Receive and resolve complaints related to transportation;

Use software applications including spreadsheets, email, and database software to fulfill job responsibilities;

Provide training to ensure that school bus drivers obey traffic laws and follow safe driving practices including safe loading and unloading practices;

Recruit, screen, train and develop transportation personnel;

Address student disciplinary incidents in collaboration with school principals and/or other administrators;

Investigate school bus accidents, incidents and injuries and prepare the necessary reports to make appropriate recommendations based on the findings;

Keep abreast of the latest developments in the fields of transportation and vehicle maintenance and safety through reading, attendance at seminars/conferences and involvement with GVBoces, WNYAPT and NYAPT; and attend Board of Education meetings to provide reports as needed;

As time permits, serve on Genesee County Traffic Advisory Committee; and

Other duties as assigned by the Superintendent.

CONTINUED...

**TRANSPORTATION SUPERVISOR**

Page 2

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

**CHARACTERISTICS;** Thorough knowledge of standard transportation methods and the operation of buses; good knowledge of automotive repair methods and of the terminology and tools of the trade; good knowledge of the geography of the district; good knowledge of safety procedures and practices in the operation of the automotive equipment; good knowledge of the New York State Motor Vehicle Law; ability to plan and supervise the work of subordinates; ability to keep records and make reports; ability to get along well with others; dependability.

While performing the duties of this job, the employee is occasionally required to reach with hands and arm. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

**MINIMUM QUALIFICATIONS:**

**EITHER:**

**A.** Possession of a Bachelor's Degree (or higher) **AND** three (3) years of supervisory experience.

**OR**

**B.** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and three (3) years of experience in the maintenance and repair of automotive equipment, with one (1) year in a supervisory capacity.

**OR**

**C.** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education and three (3) years of supervisory experience in a related field such as; the transportation industry, automotive, dispatch services, public or business administration field.

CONTINUED...

## **TRANSPORTATION SUPERVISOR**

Page 3

**NOTE:** In addition candidates must have the ability to acquire a Class B license within one (1) year of appointment, possessing Passenger (P) and School Bus (S) endorsements along with the ability to acquire 19-A certification within two (2) years of appointment.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class  
Non-Competitive (PT)  
Adopted 11/21/78  
Revised, 11/9/81, 11/3/00, 3/2/23, 10/10/23