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NASSAU COUNTY**Title : ASSISTANT SUPERVISOR OF
TRANSPORTATION****SCHOOL DISTRICTS****Code: 820050 5CK****CLASS SPECIFICATION****Page : 1 of 2****Competitive****GENERAL STATEMENT OF DUTIES**

Assists in supervising all phases of the transportation program of a school district; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position requires the use of judgment in assisting in coordinating and supervising the efficient operation of transportation facilities and the transportation staff, whether or not the school owns and operates its own buses.

TYPICAL DUTIES

- * 1. Assists in supervising all personnel engaged in the operation and maintenance of all district vehicles.
- 2. Assists in recruiting, selecting, training, and evaluating all transportation personnel.
- 3. Assists in supervising the inspection of all district-owned and contract vehicles for safety, and the maintenance of inspection records.
- * 4. Assists in preparing time schedules, bus routes, disciplinary rules, seating arrangements, and procedures for the operation of buses.
- 5. Assists in preparing specifications for bidding of transportation requirements, assists in the analysis of bids, and prepares contracts with bus contractors in accordance with Board of Education policy and New York State law.
- 6. Assists in planning on-the-job training programs for transportation staff, and bus safety training programs for students.
- * 7. Assists in supervising the preparation of reports, as required by the New York State Department of Education, Department of Motor Vehicles, Department of Transportation, and the School District.
- 8. Assists in investigating and properly resolving all transportation accidents and parent complaints.
- 9. Assists in preparing budget estimates for transportation program, and reviews all transportation purchases and bills before submission for payment.
- * 10. Assists in evaluating motor vehicle and medical and fingerprinting records before hiring of transportation personnel.
- 11. Assists in implementing Board of Education transportation policies.
- 12. Assists in reviewing all transportation purchases and bills before submission for payment.
- 13. Assists in arranging for all education and athletic trips on district and contracted buses.
- 14. May drive school bus in emergency situations, where qualified by district.

TYPICAL ESSENTIAL FUNCTIONS*FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of modern transportation methods and the operation of buses.
2. Knowledge of the competitive bidding process.
3. Knowledge of general repairs of automotive equipment.
4. Knowledge of all County, State, and Federal rules and regulations pertaining to school bus transportation and safety.
5. Knowledge of the school district area, location of all schools within the district, and those located outside of the district for which transportation is provided.
6. Ability to plan and schedule all phases of a transportation program.
7. Ability to understand and follow complex oral or written directions.
8. Ability to maintain records and prepare reports.
9. Ability to issue either written or oral instructions.
10. Ability to establish and maintain effective working relationships with associates, subordinates, parents, and students.

MINIMUM QUALIFICATIONS**Training and Experience**

Graduation from high school
and, either

- A. Two years of experience in the operation or repair of automotive equipment;
or
- B. One year of experience dispatching vehicles, preparing time schedules, and laying out routes.

NOTE: Where required, candidates must possess a valid New York State Driver's License with no convictions for moving violations during the past year, and appropriate for the type of vehicles to be operated. Candidates must also satisfy all requirements of Article 19-A of the New York State Vehicle and Traffic Law. In districts where operation of a school bus is required, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education. Section 156.3 of the Regulations of the Commissioner of Education states, in part, that all drivers of school transportation conveyances shall be at least 21 years of age.

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