

[Go Back](#)

**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : TRANSPORTATION SPECIALIST**  
**Code: 820045 5CF**  
**Page : 1 of 1**  
**Competitive**

**GENERAL STATEMENT OF DUTIES**

Performs administrative staff work in planning and implementing the various phases of the district's transportation program; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, this is responsible administrative work requiring the use of independent judgment. The position only exists in a large school district.

**TYPICAL DUTIES**

1. Recommends transportation policy changes.
2. Implements approved transportation policies.
3. Prepares the transportation bid instructions, specifications, bid proposals and recommendations.
4. Acts as liaison with bus companies and unions involved.
5. Prepares required state and local reports on transportation.
6. Prepares budget estimates for all transportation operations.
7. Screens and evaluates drivers' records supplied by Motor Vehicle Bureau and arranges for medical examinations.

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

1. Considerable knowledge of all rules and regulations pertaining to school bus transportation.
2. Knowledge of the principles and practices of office administration, personnel administration and budget preparation.
3. Ability to plan and implement a large school bus operation.
4. Ability to establish and maintain effective working relationships with associates and the public.
5. Ability to express oneself effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Bachelor's degree from a regionally accredited or New York State registered college or university  
and

Two years of satisfactory experience in a position with responsibility for scheduling, dispatching, and coordinating operators or crews and ground vehicles and/or aircraft used for transporting people.

**NOTE:** Experience, as outlined above, in excess of the two-year requirement, may be substituted for college education on a year-for-year basis up to a maximum of four years.