

## **ASSISTANT DIRECTOR OF SCHOOL TRANSPORTATION II**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized supervisory and technical work assisting in the administration of a large and/or complex school district transportation system which includes the safe, efficient and economical transportation of school children, ensuring adherence to bus driver standards and maintaining the mechanical efficiency and safety of school buses. This position is primarily concerned with addressing immediate day-to-day challenges in providing school bus service. General direction is received from the Director of School Transportation II or a school administrator. Supervision is exercised over a number of bus drivers, dispatchers, clerical and maintenance personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Engages with the public, school administrators, bus drivers and mechanics to address issues related to student transportation;

Assists in developing and reviewing bus routes, bus stops and time schedules for buses;

Assists in hiring personnel (e.g., recruiting, interviewing and making employment recommendations) and in driver training;

Assists in planning, developing and implementing an effective bus safety program which includes in-service safety education training for bus drivers;

Maintains all drivers' records required by New York State law;

Maintains daily driver records and time sheets;

Conducts state-mandated driver testing;

Assists in the preparation of the payroll;

Follows up on school vehicle maintenance and coordinates with others;

Investigates driver complaints and motor vehicle accidents involving school vehicles and takes necessary steps to correct or rectify them;

Acts as the Director of School Transportation in their absence;

May operate a school bus in an emergency.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of practices and techniques of scheduling and dispatching school buses; good knowledge of laws (e.g., New York State Vehicle and Traffic Law), regulations, standards and safety practices applicable to the transportation of school children; good knowledge of the geographic area to be served; good knowledge of the practices of school bus inspection and prevention maintenance (automotive mechanic knowledge not required); working knowledge of the techniques for writing transportation specifications and contracts; working knowledge of office management; ability to supervise the work of others; ability to understand and interpret difficult written materials; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others.

### **MINIMUM QUALIFICATIONS:**

1. Graduation from high school or possession of an equivalency diploma and five (5) years of managerial or supervisory work experience in the field of transportation; one (1) year of which must have involved passenger movement; or
2. An Associate's degree in Business Administration, Transportation, Transit Administration or comparable curriculum and three (3) years of managerial or supervisory work experience in the field of transportation; one (1) year of which must have involved passenger movement; or

3. A Bachelor's degree or higher in Business Administration, Transportation, Transit Administration or comparable curriculum and one (1) year of managerial or supervisory work experience in the field of transportation which involved passenger movement.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid driver's license appropriate for the size and kind of vehicle to be operated. The appointing authority shall have the responsibility for verification of the driver's license which may be checked throughout the course of employment in this title.
2. If examiner duties are required to administer state mandated bus driver testing, it shall be the responsibility of the appointing authority to ensure a valid certification as a 19A Examiner (as defined by the Department of Motor Vehicle Law, Section 6.16).
3. If school bus driver training duties are required, it shall be the responsibility of the appointing authority to ensure a valid certification as a School Bus Driver Instructor by the New York State Education Department.

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Competitive

01.27.2025 New York State Civil Service approved Non-competitive title in the NY HELPS Program.