

DIRECTOR OF SCHOOL TRANSPORTATION II

DISTINGUISHING FEATURES OF THE CLASS: This is specialized administrative and technical work involving responsibility for 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. General direction is received from a school administrator in carrying out policies and supervision is exercised over a number of bus drivers, dispatchers, clerical and maintenance personnel either directly or through subordinate supervisory staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, administers and supervises a school district's transportation system including transportation of disabled students as well as transportation for educational and athletic trips;
Recommends transportation policies to the Superintendent and the school board and oversees their implementation;
Develops and/or reviews bus routes, bus stops and time schedules for buses to obtain optimum efficiency;
Recruits, interviews and makes employment recommendations;
Plans, schedules, assigns, reviews and evaluates the work of subordinate personnel;
Develops vehicle and/or equipment specifications, reviews bids and recommends purchases;
Plans, develops and implements an effective bus safety program which includes in-service safety education training for bus drivers;
Directs service, maintenance and repairs of school district vehicles;
Responds to and resolves community complaints;
Coordinates safety education program with Town, Village and School Boards, PTA's, Police and other agencies;
Prepares and administers the transportation budget;
Investigates and files or directs the filing of reports on bus accidents;
Prepares technical and statistical reports on transportation operations and expenditures for administration and Board of Education meetings;
Attends and participates in district and department meetings and conferences;
Ensures the proper maintenance of operating records;
Evaluates safety programs and makes recommendations for improvement.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of practices and techniques of scheduling and dispatching school buses; thorough 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 preventive maintenance (automotive mechanic knowledge not required); good knowledge of the techniques for writing transportation specifications and contracts; good 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 six (6) years of administrative or managerial work experience in the field of transportation; one (1) year of which must have involved passenger movement; or

(over)

2. An Associate's degree in Business Administration, Transportation, Transit Administration or comparable curriculum and four (4) years of administrative or managerial 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 two (2) years of administrative or managerial work experience in the field of transportation; one (1) year of which must have involved passenger movement.

PROMOTION: Two (2) years of permanent status as an Assistant Director of School Transportation II.

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.

R.C.D.P. (04.09.2015) 10.16.2024
Competitive

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