

TRANSPORTATION SUPERVISOR

(Albany City School District)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for planning, developing and coordinating the activities of the School District transportation system. The incumbent reviews and analyzes transportation practices, policies and procedures to determine compliance with applicable laws, rules and regulations, and established policies, and makes recommendations for changes in policies. This work is supervised and evaluated by the Assistant Superintendent for Business Affairs. This title exercises supervision over clerical staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs review and analysis of various transportation policies, procedures and systems to determine compliance with applicable laws, rules, regulations and policies;
- Obtains and compiles information necessary in the review and analysis of transportation needs;
- Reviews documentation and makes necessary arrangements for transportation contractors to provide same;
- Participates in meetings to explain and discuss findings and recommendations;
- Works closely with service providers regarding transportation for handicapped students;
- Keeps and maintains records and makes reports;
- Assists in the preparation of bus routes and schedules;
- Participates in the planning and administration of the transportation budget;
- Investigates and files reports on all bus accidents;
- Arranges for all special (field) trips required by the schools;
- Prepares all required New York State Education and Department of Transportation reports;
- Prepares all transportation purchase orders and requisitions for approval;
- Acts as liaison between school administrators and parents concerning transportation problems and issues and responds to these issues;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of New York State Motor Vehicle and Federal Department of Transportation Laws;

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- Good knowledge of the practices and policies involving transportation of handicapped students, State Education Department rules and regulations;
- Good knowledge of bid specification development and contract administration;
- Good knowledge of modern public school budgeting methods and techniques;
- Good knowledge of personal computers, transportation routing software and office equipment;
- Good knowledge of reviewing financial and statistical records and reports;
- Good knowledge of District geography;
- Good knowledge of safety procedures, traffic laws and regulations;
- Ability to plan and direct the work of others;
- Ability to communicate effectively, both orally and in writing;
- Ability to deal effectively with staff, parents and students;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of fulltime paid experience involving the operation of a transportation system; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of fulltime paid experience involving the operation of a transportation system; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of fulltime paid experience involving operation of a transportation system; **OR**
- D. Any equivalent combination of training and experience as indicated in A or B above.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment

SPECIAL REQUIREMENT: Possession of or eligible for 19A and SBDI Certification.