

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

**DISTINGUISHING FEATURES OF THE CLASS:** Assists in the administration of a large and/or complex pupil transportation system of a school district which includes the safe, efficient and economical transportation of school children to include the application of bus driver standards and the mechanical efficiency and safety of school buses. This position is primarily concerned with the front line moment to moment problems 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, dispatcher and maintenance personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Deals with the general public, school administrators, bus drivers and mechanics with problems related to pupil transportation;  
Assists in developing routes and bus stops;  
Assists in hiring personnel and in driver training;  
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 the maintenance supervisor and transportation director;  
Investigates driver complaints and motor vehicle accidents involving school vehicles and takes necessary steps to correct or rectify them;  
Acts as the Director of Transportation in his/her absence;  
May operate a school bus in an emergency.

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

Good knowledge of laws, regulations, standards and safety practices applicable to the transportation of school children; good knowledge of the practices of school bus inspection and prevention maintenance (automotive mechanic knowledge not required); good knowledge of the selection, supervision and training of personnel; working knowledge of practices and techniques of scheduling and dispatching school buses; working knowledge of the techniques for writing transportation specifications and contracts; ability to present oral and written reports in clear and concise language; distinct aptitude for establishing and maintaining cooperative relationships.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and five (5) years of work experience which must have been in the field of transportation or in administration; however, one of the five years must have primarily concerned with supervision or administration of passenger service, or scheduling of public carriers. Additional experience may be substituted for education on a year-for-year basis. Education beyond high school may be substituted for the general experience on a year-for-year basis to a maximum of four (4) years.

### **SPECIAL REQUIREMENTS:**

1. Possession of a current certification as an Examiner (as defined by the Department of Motor Vehicle Law, Section 6.16) at time of permanent appointment.
2. Possession of a valid driver's license appropriate for the size and kind of vehicle to be operated.

R.C.D.P. (10.08.2015) 06.14.2016 - Job specification may be subject to further revision  
Competitive