

## **DIRECTOR OF SCHOOL TRANSPORTATION II**

**DISTINGUISHING FEATURES OF THE CLASS:** Administers a large and/or complex pupil transportation system of one or more school districts 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 distinguished from a Director of School Transportation I by more involved administrative responsibilities arising from size and complexity. General direction is received from a school administrator in carrying out policies. Supervision is exercised over a number of bus drivers, clerical and maintenance personnel although the number will vary according to the number of district carriers in relation to contract carriers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, administers and supervises a pupil transportation system including transportation of handicapped students as well as transportation for educational and athletic trips;  
Develops routes and bus stops;  
Schedules work and assigns personnel;  
Prepares cost estimates and specifications for contractual bus service and purchases;  
Plans and conducts in-service safety education training for bus drivers;  
Responds to and resolves community complaints;  
Coordinates safety education program with Town, Village and School Boards, PTA's, Police and other agencies;  
Prepares preliminary budget estimates for the total transportation program including salaries, equipment and service needs;  
Attends and participates in district and department meetings and conferences;  
Insures the proper maintenance of operating records;  
Prepares related reports as required;  
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, regulations, standards and safety practices applicable to the transportation of school children; good knowledge of the techniques for writing transportation specifications and contracts; good knowledge of the practices of school bus inspection and preventive maintenance (automotive mechanic knowledge not required); good knowledge of office management; good knowledge of the selection, supervision and training of personnel; 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 six (6) years of administrative or management experience in transportation or traffic; one (1) year of which must have involved in passenger movement.

(over)

**NOTE:** Education beyond high school within a field of administration may be substituted for the general experience on a year-for-year basis to a maximum of five (5) years.

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

**SPECIAL REQUIREMENTS:**

1. If examiner duties are required to administer state mandated bus driver testing, it shall be the responsibility of the appointing authority to ensure proper certification as a 19A Examiner (as defined by the Department of Motor Vehicle Law, Section 6.16).
2. If school bus driver training duties are required, it shall be the responsibility of the appointing authority to ensure proper certification as a School Bus Driver Instructor by the New York State Education Department.