

## ASSISTANT TRANSPORTATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is important supervisory work including responsibility for assisting in the efficient and economical management of the activities, equipment, and facilities of a school district transportation system. The work is carried out in accordance with policies and procedures as outlined by the Board of Education and under the supervision of the Transportation Supervisor with leeway for independent judgement. An Assistant Transportation Supervisor does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assists in the supervision of school bus drivers;
- Assists in making daily route assignments, to insure that all routes are covered, either by the regular driver or by a substitute;
- Assists with the driver-training program;
- Assists with school bus monitor training;
- May operate a school bus on a regular route;
- Assumes Transportation Supervisor's duties, in his/her absence.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITY AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices and procedures pertaining to the operation of a school bus fleet; good knowledge of safety procedures and practices related to the operation of school buses; good knowledge of the New York State Motor Vehicle Law; ability to plan and supervise the work of subordinates; ability to establish and maintain good working relationships with others; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in the operation of buses or other large automotive equipment.

NOTE: The regular performance of a full schedule of school bus driving duties over a ten (10) month school year shall be deemed to be equivalent to one (1) year of experience for purposes of meeting this requirement. Employment as a substitute Bus Driver will not be deemed as qualifying experience.

SPECIAL REQUIREMENT: Possession and maintenance of a Commercial Driver's License with a P endorsement as well as an S endorsement for the operation of school buses.

### SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 11/10/2016