

FRONTIER CENTRAL SCHOOL DISTRICT

5120 Orchard Avenue
Hamburg, New York 14075



**ANTICIPATED
NOTICE OF JOB OPPORTUNITY**

Title: **Supervisor of Transportation: District
Competitive/Civil Service**

Effective Date: As soon as possible

Terms of
Employment: 8 hours per day/minimum
5 days per week
12 months per year

Starting Salary: \$90,000-\$95,000

Duties and
Responsibilities: See attached job description.

Application
Procedure: ***Candidates can email, scan, use Personnel drop box or fax letter of
interest, resume and 3-5 letters of reference to:***

c/o Personnel (personnel@frontiercsd.org) or FAX: 716-926-1756
Ms. Myra Pinker, Assistant Superintendent for Personnel
Frontier Central School District
5120 Orchard Avenue
Hamburg, NY 14075

Notes: Vacancy as a result of anticipated retirement (T. Blevins). This is a Managerial/Confidential position and is excluded from the Frontier Central Employees' Association. Must be a current competitive Supervisor of Transportation or be willing to accept a provisional appointment, then be one of the top three eligibles on a valid Erie County Civil Service list.

DEADLINE FOR SUBMISSION: Friday, January 14, 2022

Job Opportunity Notice: 21-70

Posting Date: 12/22/21

EOE

Frontier Central School District is an equal opportunity employer and does not discriminate against any employee or applicant for employment in its programs and activities on the basis of race, color, national origin, sex, disability, or age. Further, Frontier Central School District does not discriminate on the basis of religion or creed, sexual orientation, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws.

SUPERVISOR OF TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: The work involves the supervision and coordination of the overall operations of the pupil transportation services for students residing in a suburban school district. Employees of this class direct operation activities of routing, scheduling and bussing, and direct the bus maintenance and inspection program for a district-owned fleet. The incumbent also oversees the bus operator Driver Safety Training program and the maintenance of records required for obtaining state aid. Work is performed under the general direction of an administrator of higher rank, with wide latitude allowed for the exercise of independent judgment in providing safe, adequate and cost efficient transportation. Direct supervision is exercised over operations and maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Recommends and implements transportation policy established by the Superintendent and the Board of Education;
Assists in the development, implementation and control of the transportation budget;
Directs and assists in the development of transportation routes for district students, including students with handicapping conditions, to district and non-district schools;
Directs and assists in the development of bus schedule time and stop locations for the various routes and in the assignment of bus Operators to specific routes.
Determines special transportation needs for the handicapped and directs or arranges transportation by specially constructed district fleet or through contracted services;
Directs or arranges transportation for field trips, sports activities or other extracurricular activities;
Directs fleet maintenance program including service and repair, preventive maintenance and periodic fleet inspections;
Oversees daily records maintenance of mileage, students transported, stops made for use in state report and report to the Board of Education;
Prepares technical and statistical reports on transportation operations and expenditures for administration and Board of Education meetings;
Prepares and submits reports required by various regulating governmental agencies;
Directs transportation payroll and personnel functions, including interviewing, employee evaluation and training, and recommends discipline or discharge for employee misconduct;
Checks and authorizes for payment, bills for bus repairs and contracted services;
Directs preparation of purchase specifications for vehicle and purchase requisitions;
Attends and speaks at school meetings regarding transportation policy and issues;
May conduct pupil disciplinary meetings to determine cause for suspension of transportation privileges;
Implements and conducts bus drivers' annual review of driving records, annual observation of defensive driving performance, bi-annual oral and/or written examination and bi-annual behind-the-wheel examination;
Process employee grievances and participates in the collective bargaining negotiation process when required;
May drive a school bus transporting students if necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of state Education Law as it pertains to reimbursement, minimum student transportation limits, transportation of the handicapped, bus operator training, and medical standards for operators; thorough knowledge of Transportation Law as it pertains to inspection and construction of buses; thorough knowledge of Motor vehicle law as it pertains to driver qualifications, bus operations, and traffic and safety requirements and precautions; thorough knowledge of District transportation policy; good knowledge of transportation routing and scheduling methods; good knowledge of state, city, and village traffic laws; good knowledge of records maintenance methods and practices; good knowledge of budget preparation and control; administrative and supervisory skills; ability to plan, assign and review the work of others; ability to develop transportation routes and to develop bus schedule times and stop locations; ability to implement applicable state law and District policy to routing; ability to prepare required state and Board

Continued.....

SUPERVISOR OF TRANSPORTATION (continued....)

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (cont.)

reports, including narrative and tabular presentations; ability to prepare and control budgets; ability to write purchase specifications for transportation contracts; ability to review bills and authorize for payment; ability to maintain detailed records; ability to deal effectively with District administrators and parents; ability to develop inventory control procedures; patience; capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either:

- A.) Three (3) years of satisfactory experience in the operation of a vehicle requiring a Commercial Driver's License, Class B with "P" endorsement, two (2) years of which must have been in a supervisory capacity; or
- B.) Three (3) years of satisfactory experience in the maintenance and repair of automobiles, trucks or buses, two (2) years of which must have been in a supervising or administrative capacity; or
- C.) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS:

Possession of a valid New York state Commercial Driver's License, Class B with "P" and "S" endorsements at the time of appointment and throughout the duration of employment; and

Under current New York State Law, candidates seeking employment with school districts in New York State will be required to undergo fingerprinting and a criminal history background check prior to appointment. A Processing fee may be required.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirement