

**DEPARTMENT:** SCHOOLS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** MARCH 24, 2014

### **SCHOOL BUS FLEET COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative support position that assists the Transportation Supervisor. The incumbent is responsible for various safety, transportation routing, and record keeping/accounting functions within the Transportation Department. The work is performed under the direct supervision of the Transportation Supervisor permitting leeway in carrying out the duties of the position. Supervision is exercised over the work of bus drivers and automotive mechanics through inspection of vehicles and observance of their operation. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Schedules and processes mandated testing for Bus Drivers required by regulatory agencies;
2. Processes department requisitions, purchase orders, and maintains inventory control;
3. Inputs data into computerized data systems;
4. Maintains account-keeping and time-keeping records;
5. Assists the Transportation Supervisor with the preparation of mandated safety refresher seminars twice a year and/or as required by rules and regulations;
6. Collaborates with Auto Mechanics in supervising and conducting periodic vehicle inspections to ensure proper safety compliance, operational efficiency, and cleanliness of the work area;
7. Prepares and provides commercial driver license training to new personnel as needed;
8. Acts in the place of the Transportation Supervisor during periods of absence and as needed;
9. Collaborates with Supervisor of Transportation to implement New York State Department of Motor Vehicles 19A program for all bus drivers and State Education Department required testing and certification for all employees;
10. Maintains all testing and certification records in such a manner as required by all regulatory agencies;
11. Assists Supervisor of Transportation in the testing of bus drivers and bus attendants as required by regulatory agencies;
12. Assists the Supervisor of Transportation with the preparation of reports and documentation required to comply with regulatory agencies;
13. May assist with scheduling bus drivers and bus attendants, which includes calling substitutes, on a daily basis and handles leave time requests, extra-work and trip wheels and field trip assignments;
14. Coordinates with Central Office to assure fingerprints are done & clearance is received in accordance with New York State Regulations;
15. Drives school bus when required;

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

Good knowledge of standard transportation methods in the operation of a bus fleet; good knowledge of automotive repair methods and of the terminology and tools of the trade; good knowledge of the geography of the district; good knowledge of safety procedures and practices in the operation of automotive equipment; good knowledge of the New York State Motor Vehicle Law; working knowledge of the methods used in keeping and checking financial accounts and records; working knowledge of office terminology, procedures, equipment, business arithmetic and business English; ability to operate a computer, use modern software applications, and related peripheral equipment at an acceptable rate of speed and accuracy; ability to plan and supervise the work of subordinates; ability to make arithmetic computations involving fractions, decimals and percentage accurately; ability to write legibly; ability to organize and maintain accurate records and files and prepare reports; ability to understand and interpret oral and written directions; ability to perform close, detail work involving considerable visual effort and strain; ability to develop effective working relationships and deal diplomatically with the public; clerical aptitude; mental alertness; good judgment; neatness of appearance; tact and courtesy; dependability; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

##### **OPEN-COMPETITIVE:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in accounting, business administration or related field; **OR**

Graduation from high school or possession of an equivalency diploma **and** two (2) years of full-time paid clerical experience in compiling and maintaining financial accounts and records.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Possession of a Commercial Driver's License (CDL), Class B with a PS Endorsement issued by the New York State Department of Motor Vehicles. Candidates must satisfy the requirements for Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education and New York State Vehicle and Traffic Laws **and** must possess a School Bus Driver Instructor (SBDI) Certificate and a Section 19A Examiner Certificate.