TRANSPORTATION SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The Transportation Services Specialist assists the Transportation Supervisor with the day-to-day activities of the school transportation system by creating school bus routes and stops, assigning staff to routes, training school bus drivers, and preparing operational records and reports. The incumbent may also drive a regular bus route or substitute for regular drivers on an as-needed basis. The work is performed under the direct supervision of the Transportation Supervisor. Working supervision may be exercised over School Bus Drivers and School Bus Riders as assigned. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Creates school bus routes and safe bus stops in the most efficient way; establishes time schedules; periodically updates routes and stops as needed;
- Dispatches and assigns school bus drivers and school bus riders to routes;
- Schedules staff for special school activities and bus trips;
- Calls in and schedules substitute bus drivers;
- Maintains 19-A records;
- Maintains records of materials and supplies used, employee time, mileage and number of pupils carried;
- Instructs bus drivers in the operation of a school bus;
- Instructs bus drivers concerning safety rules and regulations;
- Prepares all necessary transportation reports;
- Operates a school bus when needed or assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

- Good knowledge of the Ithaca City School District’s bus operations; good knowledge of the geography of the Ithaca City School District; good knowledge of safe bus driving practices and traffic laws and regulations; ability to use route scheduling software and common office software suites; ability to understand, interpret and transmit instructions to subordinate personnel; ability to train others; ability to communicate effectively, both orally and in writing; ability to maintain operational records and prepare operational reports; ability to safely operate a school bus; physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of school bus driving experience.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Class B Commercial Driver License with Passenger Transport (P) and School Bus (S) endorsements or a valid Commercial Driver License equivalent to a New York State Class B Commercial Driver License with Passenger Transport (P) and School Bus (S) endorsements at the time of appointment and maintenance of said license and endorsements for the duration of employment.

2. Candidates must obtain a School Bus Driver Instructor (SBDI) certification within six (6) months of appointment and must maintain said certification for the duration of employment.
SPECIAL REQUIREMENTS – continued:

3. Candidates must obtain certification as a New York State Motor Vehicle Examiner pursuant to Article 19A of the New York State Vehicle and Traffic Law within six months of the date of appointment and must maintain said certification for the duration of employment.