



BERNE-KNOX-WESTERLO
CENTRAL SCHOOL DISTRICT

Anticipated opening: Transportation Supervisor

Anticipated position start date: November 4, 2025

Salary/Pay Scale

\$85,000-90,000 (with experience)

Job Description

This is a supervisory position involving the responsibility for the safe and efficient operation and maintenance of the transportation facilities involving a fleet of buses of our school district. Staff and student safety is of utmost importance. Consequently, the incumbent, at all times, is required to observe special cautionary measures in overseeing the transportation program and related repair and maintenance activities. The work is performed under general supervision, allowing considerable leeway for the exercise of independent judgement. Immediate supervision is exercised over the work of bus drivers, automotive mechanics and bus monitors. Does related work, as required. Reports to the Superintendent of Schools or designee.

TYPICAL WORK ACTIVITIES:

- Oversees and manages all district transportation operations, including public and private school services.
- Develops and administers the transportation department budget.
- Designs and implements a comprehensive bus safety program.
- Participates in contract negotiations.
- Establishes and monitors bus routes and schedules through district software.
- Investigates and reports all bus accidents, communicating findings to administration.
- Coordinates vehicle service, maintenance, and repairs with the Assistant Director.
- Arranges special transportation for school events and activities.
- Collaborates with the Head Bus Driver to complete required NYSED and DOT reports.
- Approves purchase orders, requisitions, and maintains payroll and cost records.
- Recruits, interviews, trains, and evaluates transportation staff.

- Manages employee performance, including disciplinary follow-up.
- Serves as liaison between school administrators, parents, and the transportation department to resolve issues.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of standard transportation methods and the operation of buses;
- Knowledge of automotive repair methods and the terminology and tools of the trade;
- Possess knowledge of driving safety practices;
- Possess knowledge of New York State Motor Vehicle Laws and applicable regulations of the New York State Transportation Department;
- Ability to plan and direct the work of subordinates;
- Ability to keep records and make reports;
- Ability to motivate and work with others;
- Reliability and dependability;
- Ability to work effectively with the public.

MINIMUM QUALIFICATIONS: EITHER:

A. Graduation from a regionally accredited or New York State registered two-year college with at least an Associate's Degree and three (5) years of experience in the maintenance and repair of automotive equipment, operation of multiple passenger vehicles or dispatching of motor equipment, one year of which must have been in a supervisory capacity;

OR,

B. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience in the maintenance and repair of automotive equipment, operation of a multiple passenger vehicle or dispatching of motor equipment, one year of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT:

Candidates must be at least 21 years of age and possess a valid Class B license with P endorsement, issued by the New York State Department of Motor Vehicles, at the time of appointment. Effective October 1, 2005, school bus drivers as defined by Section 142 of the NYS Vehicle and Traffic Law must possess an S endorsement on their vehicle license.