

Class Concept

This is specialized and administrative work in providing technical and planning assistance to local education agencies in school transportation programs and activities. Employees provide consultation to staff of local education agencies in fleet size management, bus routing planning, bus safety, transportation laws, policies, and regulations; school bus condition evaluation, preventative maintenance, replacement, surplus, and parts inventory; transportation personnel management, training, budgeting, supervision; management and administration of federal and state funds allocated to LEAs; drafting and editing service vehicle and school bus purchasing specifications; and advising LEAs on state-wide computer information systems. Work also involves responding to requests for assistance from local education agencies in the development and/or revision of administrative practices and policies, the evaluation and revision of program components, and identifying service delivery requirements and funding sources based on changes in the education field, funding variation and legislative requirements. Positions report to a director for school support services.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of school bus operations, budgeting and allotment techniques, pupil transportation policy and issues, transportation computer information systems, accounting principles, and vehicle purchasing procedures.
- Thorough knowledge of the process, tools, equipment, and materials used in repairing and maintaining vehicles.
- Ability to identify vehicle defects and plan for needed repairs.
- Ability to interpret policy and to apply Federal and State law and regulations and advise school administrators and the public on school bus operations problems.
- Ability to effectively convey ideas and issues in oral and written form.

Minimum Education and Experience

Bachelor's degree in business or school administration, transportation operations, computer science or related curriculum from an appropriately accredited institution and four years of experience in related transportation management field; or an equivalent combination of education and experience.