

ASSOCIATE QUALITY ASSURANCE SPECIALIST
(PUPIL TRANSPORTATION) (NY HELPS PROGRAM)

General Statement of Duties and Responsibilities

Under general supervision, performs difficult professional work, in providing pupil transportation services to the public and non-public school children of the City of New York; supervises the activities of a group usually encompassing the work of an entire borough's transportation system; performs related work.

Examples of Typical Tasks

Directs the routing and scheduling of contracted transportation vehicles and the assignment of personnel insuring that adequate transportation services are provide for normal and handicapped children in public and non-public schools.

Supervises determinations of student eligibility for all reduced fare passes on common carrier lines and designations of specific routes and modes of transportation to be utilized by individual students.

Reviews contract specifications and evaluates contractor performance for compliance with contract agreements, state and city rules and regulations and Department of Education policies governing the routing, scheduling and transportation of pupils.

Analyzes field inspection reports and notices of violations and supervises the implementation of appropriate action to improve routing and scheduling and to insure high contractor performance standards.

Supervises field surveys to evaluate transportation operations and inspections of the physical condition of transport vehicles; prepares detailed and comprehensive reports.

Conducts meetings with various school administration, contractors, common carrier officials, parent groups and the public to discuss transportation policies and resolves problems.

Prepares comprehensive reports on surveys and studies with recommendations for improved efficiency, on the status of contract and common carrier operations and statistics concerning number of pupils served and resources required, for example.

Operates a motor vehicle in the performance of duties.

May plan, direct, and coordinate similar inspections of other items or services.

ASSOCIATE QUALITY ASSURANCE SPECIALIST (PUPIL TRANSPORTATION)
(NY HELPS PROGRAM) (continued)

Qualification Requirements

1. A four year high school diploma or its educational equivalent and six years of full-time satisfactory experience in administrative or industrial management, planning of transportation or a related field, one year of which must have been in a supervisory capacity; or
2. An associate degree from an accredited college, plus four years and six months of full-time satisfactory experience as described in “1” above, at least one year of which must have been in a supervisory capacity.
3. A baccalaureate degree from an accredited college, plus three years of full-time satisfactory experience as described in “1” above, at least one year of which must have been in a supervisory capacity.

License Requirement

A motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Associate Quality Assurance Specialist (Pupil Transportation) (34196)” as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.