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

General Statement of Duties and Responsibilities

This is a professional class of positions involving work of ordinary technical difficulty and responsibility in providing pupil transportation services to the public and non-public school children of the City School District of New York. There are two assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under direct supervision, performs tasks such as the following:

Examples of Typical Tasks

Assists in the routing of vehicles transporting children in specific geographic areas of the City. Assists in establishing vehicle schedules such that students who are transported meet school schedules with maximum vehicle utilization rates. Assists in performance of field inspections of bus routes to ensure quality of service and driver/escort performance.

Investigates and reports on complaints regarding bus service.

Performs verifications for student eligibility for free and reduced fare passes.

Operates a motor vehicle in the performance of duties.

May meet with school officials, contractors and parent groups to discuss transportation policies and problems. May perform similar inspections of items or services unrelated to those described above.

May perform the duties of the supervisor in that person's temporary absence.

Assignment Level II

Under supervision, in addition to performing the tasks described above, performs tasks such as the following:

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Assignment Level II (continued)

Examples of Typical Tasks

Prepares routes and schedules for contracted transportation vehicles and assigns personnel to ensure that adequate transportation services are provided for normal and handicapped children in public and non-public schools.

Determines student eligibility for all free and reduced fare passes.

Evaluates contractor performance for compliance with contract agreements, Public Service Commission regulations and Board of Education policies.

Inspects condition of buses including doors, lights, stairs, seats, tires, brakes and general cleanliness. Performs field inspection reports and notice of violations.

Meets with various school administrators, contractors, common carrier officials, parent groups and the public to discuss school transportation policies and problems.

Reviews daily and monthly transportation reports from schools. Collects and analyzes data concerning pupil transportation operations, may recommend additions to or changes in current service levels; or

Assists the supervisor.

Qualification Requirements

1.   A four year high school diploma or its educational equivalent and four years of full-time satisfactory experience in administration or industrial management, planning of transportation or a related field; or

2.   An associate degree from an accredited college, plus two years and six months of full-time satisfactory experience as described in "1" above.

3.   A baccalaureate degree from an accredited college, plus one year of full-time satisfactory experience as described in "1" above.

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<u>License Requirement</u>

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

<u>Note:</u>

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 "Quality Assurance Specialist (Pupil Transportation) (34183)" as competitive class employees.

<u>Probationary Period:</u>

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.