



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

SCHOOL BUS TRANSPORTATION SPECIALIST

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
School Bus Transportation Specialist	W60550	55	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

School Bus Transportation Specialists ensure student safety in transportation by ensuring school district compliance with state and federal statutes and regulations.

Nature of Work

School Bus Transportation Specialists provide oversight, monitoring, technical assistance and training in all aspects of public school bus operations throughout the state. Student Transportation Specialists provide technical assistance, accident investigation, administrator driver training programs, all while ensuring the provision of safe, efficient, and economical transportation to students.

Distinguishing Characteristics

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Provides specialized school transportation training and certification including School Bus Driver Instructor (SBDI) training and certification, Commercial Driver's License Examiner (CDL) training and certification and training and certification to School Bus Inspectors (SBI). Conducting CDL audits on certified examiners and a minimum of three (3) training courses annually.
- Verifies school district compliance with School Transportation Administrative Handbook by conducting random audits of school district records, bus maintenance and inspection records and conducting random school bus inspections.
- Provides on-site technical assistance to school district and/or contractor drivers in areas of weakness or non-compliance as identified, requested or assigned.
- Follows up and conducts non-compliance review report if district has not completed reviews.
- Corresponds with school districts specifying what must be corrected prior to recommending approval.
- Properly documents telephonic reports of school bus related accidents and serious injury to students walking to and from school.

SCHOOL BUS TRANSPORTATION SPECIALIST

- Analyzes school bus accident data collected in order to identify accident trends and recommend specific training and best practices to minimize accidents and liability for school districts.
- Provides training and technical assistance on local transportation rules in accordance with state statutes, rules, standards and Federal laws.
- Conducts and presents at various workshops and trainings to provide technical assistance pertaining to school transportation:
- Develops a guide/workbook containing a detailed course outline for SBI, CDL, and SBDI training and implement written tests.
- Establishes statewide Safety Audit Program.

Recommended Education and Experience for Full Performance

Associates degree in Business Administration or Public Administration and four (4) years of experience in school transportation operations, staff development/training and/or commercial vehicle inspection/mechanical experience. Licensed/Certification/Registration or Specialized Training: Maintain a class B or higher Commercial Driver's License including P and S endorsements. Maintain the knowledge and ability to conduct School Bus Driver Certification Training, School Bus Driver Examiner Certification Training and School Bus Inspection Certification Training.

Minimum Qualifications

High School diploma or GED and two (2) years of experience in transportation operations, staff development/training and/or commercial vehicle inspection/mechanical/driving experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Transportation — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Engineering and Technology — Knowledge of the practical application of engineering science

SCHOOL BUS TRANSPORTATION SPECIALIST

and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Operation and Control — Controlling operations of equipment or systems.

Speaking — Talking to others to convey information effectively.

Troubleshooting — Determining causes of operating errors and deciding what to do about it.

Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 03/08/2013

Revised:

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.