



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505

Classification Description

SCHOOL BUS TRANSPORTATION SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
School Bus Transportation Supervisor	W6055S	65	

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

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel.

Nature of Work

The School Bus Transportation Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and oversees the Student Transportation Bureau's training program by providing supervision, leadership and direction; ensuring student safety in student transportation by ensuring school district compliance with state and federal statutes and regulations.

Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.
- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs

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- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- Assist the Student Services and Transportation Director in the administration and management of the Safety Prevention Program; School Bus Inspection Program; Safety Research Program; School Bus Driver Instructor Training Program; Commercial Driver's Examiners Training Program; School Bus Inspector Training Program; Funding for public schools; and the Accident prevention program.
- Manage the day-to-day operations of the Student Transportation Bureau's training program.
- Provide leadership and direction to two Student Transportation Specialist positions by providing administrative and technical assistance to the STB staff.
- Provide effective leadership to ensure compliance with state and federal statutes and regulations regarding the programs within the STB.
- Provide oversight, monitoring, technical assistance and training in all aspects of public school bus operations throughout New Mexico; including preparation of all training materials, scheduling classes, creating class syllabuses, tracking certifications and updating testing materials.
- Answer constituent questions pertaining to all aspects of pupil transportation (interpretation of state statutes and regulations) including assisting the Division Director in preparing technical correspondence to all constituent inquiries.
- Answer all technical questions during legislative committee hearings pertaining to the overall financial aspects of the transportation program and training programs.
- Investigate school bus related accidents and accidents involving serious injury to students walking to and from school.
- Develops a broader understanding of Agency mission and incorporates that into work.

Recommended Education and Experience for Full Performance

Bachelor's 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, two (2) years of which must be supervisory. 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

Bachelor's Degree in Business Administration or Public Administration and two (2) years of experience in school transportation operations, staff development/training and/or commercial vehicle inspection/mechanical experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and 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.*

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Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

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

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

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.

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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: Exempt.

Bargaining Unit: Not covered

Established: 03/08/2013 **Revised:**

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

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.