

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Assistant Student Transportation
and Driver Safety Manager

Department: Student Transportation

Grade: 500

Calendar: 12 Months

Job Description

Date Reviewed: July 2021

Reports To: Student Transportation Manager

Purpose of Job

The purpose of this job is to perform as the Assistant Student Transportation and Driver Safety Manager within the School System. Duties and responsibilities include evaluating, developing, supervising 300+ bus drivers, monitors, and aides, all school bus routes, stops, trips, etc., instructing and assigning personnel, responsible for transportation safety and operating as liaison between administration, schools, drivers, parents and the general public. Duties also include responsibilities as office manager of a nine person office staff. Serves as Student Transportation Manager in the event of his or her absence. Reports to Student Transportation Manager.

Essential Duties and Responsibilities

The following duties are normal for this job. Theses are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Must possess CDL with P and S endorsements, annual DOT, and operate a school bus as needed.
- Must be a State Certified Third Party CDL Examiner.
- Responsible for the Drug and Alcohol Program and record keeping according to DOT requirements, must be certified Breath Alcohol Technician.
- Supervises and assigns 300+ bus drivers in the daily operation of 1216 bus runs, 13,594 bus stops, 27,000+ students; assigns drivers for field and athletic trips.
- Supervises nine office staff employees work schedules, creating and assigning duties and responsibilities including evaluations.
- Responsible to administer a comprehensive school bus driver recruitment/retention program to ensure a consistent pool of qualified drivers are available and once hired remain employed with CMCSS as bus drivers.
- Overall responsibility for the district's bus driver training program to ensure efficiency including six day a week training to maximize productivity and certifying new bus drivers.
- Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions.
- Resolves Transportation related customer service complaints. (E.g. administrators, public agencies, parents, vendors, etc.)

- Supervises the Teacher/School Bus Monitor Program and processes necessary paperwork and reports. Manages and monitors Teacher/School Bus Monitor account of \$50,000 annually, verifies accuracy of stipend paperwork and submits to payroll department to ensure timely compensation to participating teacher/bus monitors.
- Researches school zones and performs site visits to all areas requiring school bus service; plans, prepares and implements school bus routes, runs, stops, school hours, etc.
- Maintains records for preparation of State and Local reports as prescribed by State law and District policy such as route mileage, time record, special trip mileage time, student report, accident investigations and other required reports.
- Schedules and attends principal and parent meetings concerning transportation issues and concerns. Actively works with school administrators and parents to resolve issues.
- Assists Student Transportation Manager in planning and implementing emergency closing procedures covering inclement weather and emergency school closing.
- Ability to operate numerous software programs to include Kronos, state's web program, Trip Planner, VEO, Bus Depot, Power School, GPS, Trip Spark, and Talent Ed.
- Responsible for the supervision and scheduling of three dispatch teams to include serving as backup dispatcher as needed.
- Assigns drivers and aides to bus trips in Trip Planner Software for field trips, field trip excursion, and athletic trips requiring transportation according to transportation procedures.
- Directly supervises Drivers Safety Supervisor and indirectly supervises twelve driver trainers to ensure all drivers are qualified, trained, and tested in accordance with Federal and State law and local policies.
- Responsible for the planning, coordinating, scheduling, lesson planning, and conducting of the District's mandatory annual state and local in-services.
- Refers CDL drivers to Driver Safety Supervisor for remedial training as needed.
- Conducts check-rides as needed.
- Responds to accidents and assists in gathering accident data as needed.
- Reports to the hospital to be with any passenger who is injured on the school bus and transported to the Emergency Room.
- Monitors the hiring process to ensure all state and local requirements are followed.
- Works with the Vehicle Maintenance Manager to ensure all buses are serviced, maintained, and cleaned in accordance with State Law.
- Ensures bus driver critical safety violations are processed in a timely manner and forwarded to the Student Transportation Manager.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Preferred Bachelor's Degree with five or more years of school bus transportation experience, school system bus routing experience required, preferable within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have valid CDL license with P and S endorsements.

KNOWLEDGE OF JOB

Has thorough knowledge of the policies, procedures, and activities of the School System, transportation, and bus route practices as they pertain to the performance of duties relating to the job of Assistant Student Transportation and Driver Safety Manager. Has thorough knowledge of transportation and general office practices as necessary in the completion of daily responsibilities. Knows how to develop an administer

operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational and human relations skills. Is able to use independent judgment and discretion in supervising subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date