

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

**Job Title: Assistant Student Transportation
and Driver Safety Manager**

**Department: Student
Transportation**

Job Description
Date Reviewed: July 2021

**Reports To: Student
Transportation Manager**

Grade: 500
Calendar: 12 Months

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.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines and office machines and equipment such as telephones, computers, calculators, copiers, printers, plotter, computerized breath analyzer, two-way radio, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or students.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Assistant Student Transportation and Driver Safety Manager. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Assistant Student Transportation and Driver Safety Manager.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

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.

MOTOR COORDINATION: May require the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Assistant Student Transportation and Driver Safety Manager.

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).

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

Supervisor's Signature

Employee's Munis Number

Date

Date