

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

Job Title: Student Transportation Manager

Department: Transportation

Date Reviewed: February 2017

Reports To: Chief Operations
Officer

Grade: 501

Purpose of Job

The purpose of this job is to perform as Transportation Manager within the Clarksville Montgomery County School System. The Student Transportation Manager is responsible for the organization, administration, and supervision of all functions of the Transportation Department in accordance with State laws, and District policies and procedures.

Essential Duties and Responsibilities

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

- Supervises and manages more than 400 subordinates which include bus drivers, bus aides, bus monitors, substitute drivers, substitute aides, and office staff. Responsible for the overall direction, coordination, and evaluation of these employees.
- Performs supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: recruiting, interviewing, final recommendations of applicants for new hires as drivers, aides and monitors, transfers, promotions, terminations, planning, assigning and directing work, evaluating performance, counseling, rewarding and disciplining employees.
- Assesses incidents and complaints (e.g. other administrators, public agencies, parents, transportation regulation agencies, vendors, etc.) for the purpose of resolving or recommending a resolution to the situation.
- Collaborates with internal and external personnel (e.g. other administrators, public agencies, parents, transportation regulation agencies, vendors, etc.) for the purpose of implementing and/or maintaining services and programs (e.g. routing software and Trip Planner software).
- Requests and monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

- Facilitates and/or participates in meetings, conferences, and workshops for the purposes of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Approves field trips, field trip excursion and athletic trips for transportation.
- Maintains Personnel records on all transportation personnel which consist of personnel training records, evaluations, complaints, copy of driver's licenses, physicals, drug and alcohol records, and motor vehicle records, etc.
- Oversees payroll of Transportation employees, approves all payroll documents, and ensures that reports are sent to payroll department by utilizing Kronos Software.
- Maintains records for preparation of State and Local reports as prescribed by State law and District Policy such as:
 - a) Route Mileage
 - b) Time Record
 - c) Special Trip Mileage and Time
 - d) Student Report
 - e) Other required reports
- Interpret transportation procedures and regulation to general public and staff.
- Organizes and implements a bus driver training program covering all required Federal, State and Local laws. Provides a training program for student management and discipline. Provides a school bus safe rider training program.
- Organizes and implements a Pupil Transportation System in accordance with District policies and procedures, and all Local, State and Federal laws.
- Organizes and implements a drug and alcohol program in accordance with the Federal Department of Transportation.
- Performs background checks on employment candidates to include: drivers license records, criminal and motor vehicle records, drug and alcohol records, employment records
- Organizes and implements information system for staff and general public as it relates to school bus stops, runs, routes, time schedules, school opening and closing time, school zone information, and other information as required by the Chief Operations Officer.
- Proposes recommendations that may improve transportation service and efficiency such as, rules, regulation for drivers, aides and students, and facility improvement.
- Plans, implements, and supervises safe loading and unloading procedure for all schools.
- Plans and creates bus discipline policies, safety programs, training programs, and operational manuals for drivers, aides, and monitors.
- Any other duties that may be assigned by the Chief Operation Officer.

QUALIFICATION REQUIREMENT

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS AND ABILITIES

Personal computer and spreadsheet skills. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by and successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and color vision. Some driving is necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interaction with public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree from an accredited college or university with a concentration in Business Management or Transportation Management is preferred or; High School Diploma (or GED) with a minimum of ten years experience in Pupil Transportation Management or equivalent transportation experience such as, the trucking or busing industry with five years of satisfactory evaluations is required.

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

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment, such as a computer, printer, copier, calculator, telephone, pick-up truck, 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 forty pounds of force occasionally, and/or up to twenty 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 forty to sixty 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 assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Transportation 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 complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Transportation Manger.

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, and utilize statistical inference.

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

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

MANUAL DEXTERITY: Requires the ability to handle a variety of items, automotive equipment, 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 moderate stress when confronted with an emergency related to the job of Transportation 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).

KNOWLEDGE OF JOB

Has thorough knowledge of the policies, procedures, and activities of the School System and supervisory practices as they pertain to the performance of duties relating to the job of Transportation Manger. Has thorough knowledge of transportation practices, supervisory and public relation techniques as necessary in the completion of daily responsibilities. Knows how to develop and 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 general 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, management, technical and human relations skills. 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 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.

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

Date

Date