

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

Job Title: Fleet Supervisor

Department: Student Transportation

Grade J
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: October 2024

Reports To: Student Transportation Manager

Purpose of Job

The purpose of this job is to perform as Fleet Supervisor within the Clarksville-Montgomery County School System Transportation Department. Duties and responsibilities include supervising and dispatching the school system bus fleet, enforcing policies and acting as liaison between drivers, parents, students and school administrators. Responsible to ensure effective communications within the team, makes hiring, routing, bus assignment, promotion, award, discipline, and employment termination recommendations to the Student Transportation Manager. Reports to Student Transportation Manager.

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 and responsibilities may be required and assigned.

Dispatches, the 5th largest fleet in the state of Tennessee, consisting of over 375 bus drivers, aides and monitors. Also supervises substitute bus drivers and bus aides.

Manages the transportation of over 26,000 students to and from 40 plus educational facilities daily.

Responsible for preparing the daily logistics of the fleet by scheduling bus coverage and/or assigning 60-80 bus drivers, substitute bus drivers, office staff and or mechanics along with bus aides, and substitute bus aide on bus routes in the absence of the regular driver or aide.

Monitors 2,000 plus bus trips in Trip Planner Software for field trips, field trip excursions, and athletic trips requiring transportation according to CMCSS Transportation Policy.

Facilitates planning and executing the district's numerous Professional Development in-service days. Including annual state and local HR in-service training.

Required to review and recommend adjustments to routes prior to implementation.

Makes recommendations to assign new and existing drivers and aides to buses and/or routes.

Responsible for opening and closing the Transportation facilities, including activating the security system for both Operations and Liberty Dispatch Centers.

Must have the ability to effectively utilize numerous transportation software programs including: GPS, Radio Frequency Identification, Power School, Bus Depot, Trip Planner, Kronos, Audio/Video bus recording systems, and Trans Finder.

Manages employee concerns and problems, assigning and distributing daily workload, counseling and recommending disciplinary and other personnel actions.

Prepares and writes evaluations for Driver Supervisors, Dispatch Assistants, Router Analyst, Sub Drivers. Reviews 100 plus evaluations for bus drivers and bus aides/monitors.

Responsible for after-hours dispatch on the district cell phone regarding transportation staff emergencies, assignment changes, and operational staffing. On call on a rotating monthly schedule.

Responsible for the following information to be recorded, documented and forwarded during scheduled dispatch hours to include:

- Accident/incident
- Late arrivals and departures
- School/parent notification
- Misplaced Students/911 call log
- Status of the fleet/end of the day report

Responsible for after-school program payroll. Accounts for bus drivers'/substitute bus drivers' hours and forwards the Excel spreadsheet to the CMCSS Payroll Department for payment.

Schedules and attends meetings concerning transportation issues and concerns. Actively works with school administrators and parents to resolve issues.

Attends Individualized Education Plans (IEP) for students requiring special transportation.

Responsible to obtain, view video footage, and prepare log sheet as requested. Investigates any questionable acts or concerns reported.

Prepares work schedule for full-time sub drivers, part-time sub drivers, sub aides and monitors daily.

Approves employee personal, sick, and emergency leaves as required.

Prepares and reviews payroll of 100 plus transportation staff. Reviews and approves all additional bus run stipends.

Transcribes, prepares and/or generates routine correspondence, letters, memorandum, forms, reports and other documents via computer software programs

Answers telephone and provides information and assistance to schools, parents, students, administration and the general public. Investigates and resolves complaints or problems as needed. Disseminates information and changes to drivers and aides as instructed.

Must possess a Commercial Drivers License (CDL) with passenger and school bus endorsements. Must be able to operate a school bus as needed and maintain an annual DOT physical.

Manages and coordinates numerous special projects; Summer School, zoning, , career day, TN Ready, STEM (Science, Technology, Engineer, Mechanical), bus turn-in, and others as assigned.

Participates in strategic planning for the transportation department.

Responsible to track daily and weekly stats for employee absenteeism, including updating leave status in Dispatch Depot.

Assists the department with preparing for emergency school closing to include updating drivers, aides, and monitors notification roster.

Checks roads, stops, overloads, travel of buses for safety concerns. Makes recommendations to routing, Safety Department and Assistant Transportation Manager.

Contacts drivers concerning route information, monitors two-way radio with drivers to assist with lost children, closed roads, etc.

Acts as liaison between stakeholders and transportation by developing relationships and attending meetings at schools to resolve concerns and conflicts.

Assists with reviewing and updating new policy, procedures and forms.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or Equivalent) required, with a Vocational or Technical degree with one to three years experience in dispatching vehicles and in general office experience: preferably within a local government or an equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Must have a valid CDL license.

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

Supervisor's Signature

Employee's Munis Number

Date

Date