

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

**Job Title:** Driver Supervisor

**Department:** Transportation

**Grade** I  
**H.P.D.** 8  
**D.P.Y.** 191

**Job Description**

**Date Reviewed:** July 2022

**Reports To:** Fleet Supervisor

**Purpose of Job**

The purpose of this job is to perform as Driver Supervisor within Clarksville-Montgomery County School System. Duties and responsibilities include safely transporting children (K-12<sup>th</sup> grade) to and from school and other school related activities. Manage and discipline students, maintain a safe and clean bus, monitor vehicle performance and turn vehicle in for repair as needed. Reports to Fleet Supervisor.

**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.**

Performs daily bus inspection according to state standards to ensure that the school bus is safe to transport students. Checks all communication equipment to ensure it is operating properly.

Keeps the bus clean by, sweeping bus after each AM & PM run as required. Clean headlights, mirrors, and windshield daily. Check seats, windows and interior for damages. Secure bus after each AM and PM run by raising windows, check for sleeping children, draining air tanks, etc.

Prepares vehicle maintenance report for mechanical problems; turn bus into bus shop for repairs when mechanical problem arise.

Monitors vehicle mileage and turns bus into maintenance shop for 7,500 and 15,000-mile services.

Safely transport students to and from school according to the assigned bus route. Monitor students warning lights at all stops for proper working order. Continuously scans all mirrors before loading and unloading students at school and along roadways.

Continuously scans all engine/equipment gauges to insure safe operation of vehicle. Maintains discipline and safe standards on school bus; instructs students on bus rules such as remaining seated at all times, no hanging out of the windows, etc.; prepares discipline reports as needed.

Directs and instructs students on proper boarding and unloading procedures.

Fuel assigned bus, add oil, coolant, transmission fluid etc. as needed. Prepare maintenance request ticket for repair as needed.

Periodically updates bus stop roster and student information sheets and turns into the Driver Supervisor as required.

Must complete the mandatory State Certification on line and attend the driver in-service with the 5 hour HR required in-service annually.

Must teach/instruct passengers on emergency evacuation plan as outlined in emergency evacuation procedure twice annually. Must prepare and maintain an electronic seating chart for schools and keep a copy on the bus.

Must prepare and maintain emergency data on all students assigned to bus in case of an emergency and for student accountability.

Responsible for turning in all required paperwork (Daily Bus Inspection form, and all documents associated with the bus route.) no later than 9:30 AM on the first day of school the week following payday.

Immediately notify your Driver Safety Supervisor if you become insulin dependent or if your CDL license is revoked or suspended.

Must be able to communicate in a professional manner, without causing a verbal or physical confrontation with students or parents.

Must prepare student injury report for on-board injuries and return to the school. Must complete accident/incident form for the Driver Safety Office and the insurance company when involved in a motor vehicle accident with your school bus.

Notify the Driver Safety Office of any traffic violations in your personal vehicle.

Must have the following documents in possession when operating a school bus: Proper CDL license, DOT Medical Certificate, vehicle registration, daily bus inspection sheet, and vehicle insurance information.

Meet with parents, school administrators and transportation staff as required on discipline and transportation issues.

Clean up bodily fluid spills and dispose of clean up materials; disinfect contaminated area as required.

**Driver Supervisor Responsibilities:**

Directly supervises and completes annual evaluations on all bus drivers within your assigned school complex. (Approximately 35 drivers and 8 bus aides.)

Reviews and closes all bus driver concerns electronically within 72 hours of receipt.

Make contact and provide resolution to the stakeholders concerns.

Reviews bus video coverage as directed by Fleet Supervisors and Principals.

Provide supervisory functions associated with a team of drivers.

Handle the collection of all documents at designated school for turn-in to the transportation office. (DBI, seating charts, route change requests, etc.)

Process all payroll request in Kronos and pay concerns associated with hours worked for drivers and aides within your assigned school complex.

Track attendance of each assigned employee for the annual driver bonus.

Completes and updates request for the bus placard program during the bus drivers' annual evaluation.

Completes each assigned designated schools parking maps prior to school opening and directly following winter break.

Schedules school bus emergency evacuations twice a year and document completion.

Inspect all designated buses for cleanliness at the year-end bus turn-in and complete year-end paperwork.

Ensure the line of communication stays open with Drivers, Aides, and Monitors throughout the department.

Operate as liaison between drivers, school administrator, parents and transportation to resolve complaints and concerns.

Conducts Freshman Orientation/In-service.

Other supervisor task as assigned.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or equivalent) required. Must be at least twenty-five (25) years of age. Must pass a DOT physical. In addition to minimum requirement for a CDL with a P + S endorsements, school bus drivers must have at least five (5) years of unrestricted driving experience prior to the date of application. The Transportation Department must be fully satisfied as to the applicant's good character, competency, and fitness to be so employed. Must possess a valid state driver's license.

**KNOWLEDGE OF JOB**

Has thorough knowledge of the policies, procedures, and activities of the School System and transportation practices as they pertain to the performance of duties relating to the job of Driver Supervisor. Has thorough knowledge of Driver Supervisor practices 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 deficiency. 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, and 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, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. 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.

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

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a school bus. 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, 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.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Driver Supervisor. 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 Driver Supervisor.

**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, visually with vehicle maintenance equipment.

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

**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 Driver Supervisor.

**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**