

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

**Job Title:** Driver Safety Supervisor      **Department:** Student Transportation

**Grade**            K  
**H.P.D.**            8  
**D.P.Y.**            260

**Job Description**

**Date Reviewed:** July 2023

**Reports To:** Assistant Student Transportation/Driver Safety Manager

**Purpose of Job**

Coordinate the training programs including initial and remedial driver training for all vehicle drivers (commercial and otherwise) of the CMCSS in accordance with Federal, State and local laws that govern school bus and other commercial vehicle operations. Plans, organizes, and coordinates the driver safety program in accordance with established 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.**

Must have a current Class A or B commercial driver's license with passenger and student endorsements, and be qualified to administer 3<sup>rd</sup> party certified driver's license evaluations or be able to get this certification within six months of assignment if hired.

Ability and experience operating transit, commercial, and special education school buses required.

Assists in the coordination of the CMCSS Drug and Alcohol procedures for all aspects of the districts D&A policy including pre-employment, return to work, random and post accidents, D&A testing, selection, notification, and record keeping of all D&A documentation according to DOT requirements. Must be certified in DOT drug testing requirements within three months of assignment.

Must be a State Certified Commercial Driver's License 3<sup>rd</sup> Party Examiner within six months of assignment.

Plans, develops, and executes the district's annual State school bus driver In-Service training. All training must be approved by the Assistant Transportation/Fleet Safety Manager prior to submitting to the State Pupil Transportation Department.

May serve on the Accident Review Team and the Student Transportation Leadership Team.

Must possess a strong understanding of and demonstrated ability with student management. Must be knowledgeable and able to teach effective strategies in student management.

Coordinates state required in-service trainings for all CDL drivers of the district, including school bus drivers, and operators of wreckers, dump trucks, straight trucks, boom trucks, and any other vehicle operated by a district driver that requires a CDL.

Instructs and trains all CMCSS employees who as a requirement of their job are required to drive a CMCSS vehicle. This includes both commercial and standard vehicles. Ensures that all training and driving (MVR) records are maintained in accordance with all Federal, State, and Local laws, policies, and procedures.

Provide advanced driving techniques associated with interstate driving of a school bus.

Responsible for interviewing new driver candidates, reviews background checks, reviews applications, schedules classes, conducts and oversees all aspects of instruction to ensure all drivers are fully qualified to perform their duties.

Conducts safety training as needed for all commercial drivers employed by the system. Provides remedial driver training and defensive driving course to drivers determined to be deficient in driving skills.

Assists with establishing safety goals for the department; initiates action to eliminate conditions determined to be hazardous to the safety of students and employees.

Evaluates the safety of bus routes and bus stops.

First line supervisor of the 12 CMCSS Driver Trainers. Also counsels, observes, and evaluates Driver Trainers.

Monitors bus drivers operating techniques to ensure compliance with safety regulations.

Conducts check rides.

Works cooperatively with law enforcement officials, school administration, and the public regarding all concerns, accidents, and inquiries specific to the transportation of CMCSS students and the operation of CMCSS motor vehicles.

Collects pertinent accident data and forward the information collected to the Assistant Transportation/Fleet Safety Manager for review. Coordinates with local law enforcement agencies for official copies of accident reports.

Responds to accidents and maintains all accident/incident files/records.

Maintains accurate records which include; accident investigations, state reports, accident review team and other records required by the department.

Provides instruction to bus drivers and bus aides on emergency evacuation procedures as outlined in emergency evacuation training guidelines.

Provides supervisory functions to the 300+/- driver workforce.

Responsible for the hiring process to include all requirements necessary for the school bus drivers, aides, and monitors.

Conducts performance reviews and safety check rides with all commercial drivers.

Operates a school bus as needed.

Maintains an annual DOT physical.

### **Additional Job Functions**

Perform other duties as required.

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

Associates Degree preferred in transportation, law enforcement, safety/risk management or minimum of 5 years of industry experience, with at least 2 years in the area of leadership and supervision preferred. Experience in interstate driving of a commercial vehicle is a plus. Must be at least twenty-five (25) years of age and be able to pass a DOT physical. Possession of a Third (3<sup>rd</sup>) Party testing Certification from the State of Tennessee is required, or the ability to obtain a third party testing certification within six months. In addition to minimum requirement for a CDL with a P + S endorsements, five (5) years of unrestricted driving experience is imperative. Knowledge in the area of Federal, State, and Local Laws governing school bus drivers and OSHA compliance regulations preferred.

### **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 Driver Safety Supervisor. Has thorough knowledge of Bus Driver 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. Demonstrate exceptional 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.

### **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.

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**Employee’s Signature**

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**Supervisor’s Signature**

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**Employee’s Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**