

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

**Job Title: Administrative Assistant IV/  
Driver Safety**

**Department: Operations**

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

**Job Description**

**Date Reviewed: July 2019**

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

**Purpose of Job**

The purpose of this job is to perform as an Administrative Assistant IV/Driver Safety in the Clarksville-Montgomery County School System. Duties and responsibilities include assisting in the planning, organizing and coordinating of a driver safety program and bus aide/monitor training program. Schedule drug and alcohol screening's, conduct CPR/First Aide training, and filing accident claims. Reports to the Assistant Student Transportation/Driver Safety 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.**

Assist in recording and maintaining pertinent accident data and forwarding to the Assistant Student Transportation/Driver Safety Manager. Assist in coordinating with local law enforcement agencies for official copies of accident reports.

Type correspondence, memos, reports, etc. as needed in the Driver Safety Department.

Prepare and maintain medical files, DOT certifications, local drug and alcohol files. Assist in proper disposal of these files after the appropriate time.

Assists in classroom training for bus drivers and aides as needed to include acquiring and maintaining an adequate supply of training materials and making copies.

Maintain bus drivers/aides/monitors training files and spreadsheets to assist in determining training needs to fulfill bus driver/aide/monitor training.

Assist in coordinating interviews, orientation, and classroom training for all potential CMCSS drivers, aides and monitors.

Maintain Motor Vehicle Reports in accordance with Federal, State, and Local laws, policies, and procedures.

Receive all requests for use of a school vehicle other than a school bus, run MVR (Motor Vehicle Report) for requester, route for approval, and coordinate with Vehicle Maintenance; maintain Non-DOT Approved Driver's List Spreadsheet.

Assist with coordinating all state required in-service trainings for all 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.

Coordinates all DOT Certifications. Run reports to determine DOT certifications / Driver's License expiration Dates and inform relevant Supervisor/employee of expiration dates.

Coordinates school zone light schedule with city and county for each school year.  
Coordinates with the Clarksville Police Department for the schedule of crossing guards for each school.

Draft policies and procedures for the Safety Department according to ISO standards.

Responsible for coordinating with the City and County Street/Highway Departments in the removal of tree branches obscuring the roadway of bus routes to ensure safety.

Responsible for reporting stop arm violators to the State of Tennessee Highway Department of Safety.

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

Review new applications for the required criteria for potential bus driver and bus aide candidates to begin the interview process. Assist in the interview and orientation process. Schedule training classes, background checks, drug/alcohol testing, coordinate with driver trainers, and coordinate to ensure that all documentation required for training has been received. Coordinate with the CMCSS Human Resource Department to schedule potential employees for the hire in process.

Answer incoming lines and provide information or direct calls/messages to appropriate personnel; greets visitors. Document customer service complaints and forward to the appropriate department.

Fill in for Front Desk Administrative Assistant when necessary.

Attend mandatory state certification annually for school bus drivers.

Must possess a Commercial Driver's License (CDL) with passenger and school bus endorsements. Operates a school bus as needed.

Assists in preparing On-the-Job Injury (OJI) reports. Complete Leave of Absents (LOA) requests for transportation personnel and maintain LOA roster. Notify Transportation Employees on LOA prior to their Return to Work Date to check on Status and confirm Return to Work Date; inform employees of necessary medical notes, forms still pending.

### **Additional Job Functions**

Performs other duties as required.

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

High School Diploma (or GED) required, with three to five years general office experience. Experience and knowledge of the operations of a transportation department to include dispatching experience preferred. Must possess a Commercial Driver's License (CDL) with a passenger and school bus endorsements. Must be BLS Certified CPR, AED First-Aid Trainer, and Breathe Alcohol Technician Certified.

### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System, transportation, and general office practices as they pertain to the performance of duties relating to the job of Administrative Assistant IV/Driver Safety. Has general knowledge of transportation and general office 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. Must keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with 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. Have good organizational and human relations 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. 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 office machines and equipment such as telephones, computers, calculators, copiers, printers, 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 assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Administrative Assistant III/Driver Safety. 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 Administrative Assistant IV/Driver Safety.

**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 with office equipment.

**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, 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 average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require 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 Administrative Assistant IV/Driver Safety.

**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**