

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

Job Title: Driver Programs Manager (DPM) **Department:** Student Transportation

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

Job Description

Date Reviewed: November 2017 **Reports To:** Student Transportation Manager

Purpose of Job

The face of the CMCSS School Bus Driver. The Driver Programs Manager (DPM) must possess excellent employee skills: professionalism, attitude, work ethic and attendance. The position performs a critical role in growing the Clarksville-Montgomery County School System’s fleet of professional drivers by recruiting and retaining qualified professionals and providing leadership to the Student Transportation Department.

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.

Manage all programs indicated below in quotes that support the school bus driver workforce of the District.

Develop, implement, and manage additional driver programs (e.g. driver classification, driver incentive, bus marking)

Creatively source and develop a pool of qualified applicants through the use of traditional and non-traditional methods in the “Recruitment Program”.

Member of the Operations Leadership Team.

Target transitioning soldiers at Ft. Campbell, attend job fairs, and work closely with Workforce Essentials, Goodwill Industries, the Army Transition Program, EMS personnel, fire fighters, other first responders, and others.

Be able to use directories for cold calling, direct sourcing, and social media channels.

Meet with the PTO groups to recruit parents to drive school buses. Solicit businesses in the community to post flyers, business cards, and employment event information.

Must understand (or be capable of learning) the policies and procedures of the CMCSS Student Transportation Department.

Develop and manage a “Driver Retention Program”.

Coordinates and conducts “Driver Recognition Program” events through the Driver Recognition Program.

Review applications.

Must possess (or be capable of obtaining) a Commercial Driver’s License (CDL) with a passenger (P) and school bus (S) endorsements.

Critical link in communications systems (formal and informal) of CMCSS. Driver’s link to management and management’s link to the drivers.

Develop metrics to measure employee morale, attendance, customer service, etc.

Participate in the “Exit Interview Program” by conducting exit interviews with terminating employees.

Utilize exit interview data to implement strategies to improve employee retention.

Address employee turnover rate and turnover costs.

Design and implement overall strategy for the “School Bus Driver Recruitment Program”.

Prepare recruitment program materials and post jobs to appropriate job board, newspapers, technical schools, colleges, etc.

Communicate with managers and employees regularly to establish rapport, gauge morale, and source new candidate leads.

Create contacts within the industry.

Work with the Operations Department Foreman to identify individuals assigned to the

“Additional Work Program”.

Acts as liaison with area employment agencies and advertising agencies.

Promote company’s reputation as “best place to work”.

Avoids legal challenges by understanding current legislation; enforcing regulations with managers; recommending new procedures; conducting training.

Perform other special projects 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, with a minimum of five (5) years of experience driving a school bus or five (5) years of experience in transportation, employee leadership, recruitment, and employee management is preferred. Requires knowledge and experience of interviewing techniques and federal and state laws regarding employment practices. Must have excellent interpersonal skills, business writing skills, and computer skills. Must have the ability to work with high level of autonomy, proficient in the use of social media, job boards, and be willing to understand the duties and competencies of different roles. Will require working knowledge of different types of application tracking databases.

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 a Driver Program Manager. Must understand the daily responsibilities and practices of a school bus driver. Needs to be able to keep abreast of any changes in policy, methods, computer operations, and equipment needs, etc. Is able to effectively communicate and interact with drivers, office staff, management, and members of the general public. Demonstrates exceptional organizational, human relations, and technical skills. Is able to use independent judgement and work with little direct supervision when necessary. Has mathematical ability to handle required calculations.

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

PHYSICAL REQUIREMENTS: 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 Driver Programs 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 Driver Programs Manager.

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 Driver Programs

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).

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