

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

Job Title: Bus Driver/School Assistant

Department: Student Transportation

Grade H Bus Driver / F School Assistant

H.P.D. 8 Hours (6 Hours Driver/2 Hours School Assistant)

D.P.Y. 196

Date: November 2023

Reports To: Driver Supervisor & Principal

Purpose of Job

The purpose of this job is to perform as a Bus Driver/School Assistant in the Clarksville-Montgomery County School System. The capacity of the required assistance will be general education (not SPED) support or assisting in coordinating general office procedures while serving as liaison between the Principal, teachers, students, parents and visitors, answering telephones, providing information to faculty, staff, and general public, processing student information, assisting students, and performing substitute teaching duties as needed. Reports to Principal and Driver 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 may be required and assigned.

Bus Driver:

Performs daily bus inspection according to state standards to ensure that 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 and PM run as required. Clean headlights, mirrors, and windshield daily. Checks seats, windows and interior for damages. Secures bus after each AM & PM runs 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 problems 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 assigned bus route. Monitor students warning lights as all stops for proper working order. Continuously scans all mirrors before loading and unloading students as school and along roadways.

Continuously scan all engine/equipment gauges to ensure 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 window, etc.; prepares discipline reports as needed.

Directs and instructs students on proper boarding and unloading procedures.

Fuels bus, adds oil, coolant, transmission fluid, etc., as needed. Prepares 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 online 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 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 school day of the week following payday.

All paperwork will be turned in to the employee's Driver Supervisor.

Must be able to effectively 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.

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

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

Meet with parents, schools 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.

General Educational Support:

May keep track of and order clerical supplies and tools for instructional assistance.

Prepares materials requested by classroom teachers; may design and bind books, prepares graphs and student name charts for classroom use.

Monitors morning duties of students; may copy information for students.

Assists students with group activities and assists with small group instruction under teacher direction and guidance.

Monitors seatwork and workbook assignments; assists students with make-up work.

May escort students to and from lunch; monitors students in the cafeteria and hallways, keeping noise levels reasonable; reports discipline problems to cafeteria monitor and/or teachers; may ensure tables and table areas are kept clean.

May operate the school bookstore, selling supplies.

May assist in checking student work.

May assist in make-up exams, supervising oral exams and exam taking; cleans up books after testing.

Supervises class in teacher's absence and may substitute for short periods when substitutes are unavailable.

Reads stories aloud to children to enhance their reading skills; may play educational games with children to improve skills.

May provide clerical support such as copying, laminating, filing, delivering messages, setting up and operating video equipment, and helping in the office.

May assist in daily cleaning of classroom; and may clean up after students when they are sick.

Office Support:

Answers telephone, provides information or directs calls/messages to appropriate personnel; greets public and serves as liaison between parents, community members, students, teachers, and other CMCSS departments (i.e. Student Transportation).

May inform students and parents of delinquent lunch charges.

Maintains accurate student information including address and phone changes, bus changes, accident reports, and may process students' cumulative and confidential records.

Maintains emergency cards file and teachers' mailboxes.

Identify immediate visitor needs and coordinate appropriate supports while providing professional customer service.

Monitor visitors using Raptor verification, ensuring all safety protocols are met in regards to student arrivals and dismissals as well as all visitors entering the building.

Assists in coordinating general office procedures; prepares, types, and files reports and office correspondence for Principal and Assistant Principal as needed; assists in preparing and/or filing/faxing suspension papers prepared by supervisors.

Assists sick children in locating parents or guardians; admits and dismisses students; releases students to parents and guardians, checking identification.

Supervises students in the office area or as needed throughout the building.

Assists in issuing teachers' supplies; distributes memo copies for faculty, staff, and students.

Schedules parent/teacher conferences by telephone as requested.

Sorts and distributes mail; designs and prints certificates; types newsletters and notices; compiles honor roll as needed.

Organizes and maintains filing system, including but not limited to filing daily attendance chart; accident reports, preliminary report, medical log, attendance form, work orders, etc.

Assists Guidance Office with registration, records, filing, etc., as needed.

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 some experience supervising students in a similar environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires knowledge of CPR/Heimlich Maneuver. In addition, must be at least twenty-five (25) years of age. Must pass a DOT physical. Must currently have a Commercial Drivers License with passenger and school bus endorsement, school bus drivers must have five (5) years of unrestricted driving experience. The Student 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.

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 50 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