

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

**Job Title:** Bus Driver/School Assistant

**Department:** Student Transportation

**Grade** G Bus Driver / E School Assistant

**H.P.D.** 8 Hours (5 Hours Driver/3 Hours School Assistant)

**D.P.Y.** 196

**Date:** August 2021

**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 at the discretion and instruction of the building Principal. Duties and responsibilities may include but are not limited to the following: (Cafeteria Support) - Assisting in maintaining safe mealtime standards by monitoring and assisting students, assigning seats, resolving problems, directing students into orderly lines and proper disposal of trays, and organizing classes for dismissal; (Educational Support) – Assisting teachers in classroom activities with students. Duties and responsibilities include providing instructional assistance and support services to teachers, students, and/or staff; (Office Support) – 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.

**Cafeteria Support:**

Prepares tables for classes; monitors children from cafeteria entrance to food line.

Directs the flow of classroom traffic from the food serving line to assigned seats; organizes classes for orderly dismissal and exit from cafeteria at appropriate time; organizes students for proper disposal of trays.

May help students with proper dining habits in terms of proper nutrition and etiquette; instructs children on noise level requirements; informs attending teacher and/or administrator of any serious infraction of disciplinary rules.

Prepares Cafeteria Daily Classroom report to inform teachers of classroom behavior; prepares discipline reports and refers children for disciplinary action as needed.

Circulates among tables to keep order and assist children; resolves minor problems that may arise.

Ensures children's safety by keeping the floor free of debris; supervises children as they wipe tables and chairs; sweeps and mops spills when janitor is unavailable.

Escorts or calls office to assist with ill or injured children; prepares accident reports as needed; monitors children with special needs such as health problems, disabilities, etc.

Communicates with the Principal/Assistant Principal regarding student or parent concerns.

Assists children with necessary forgotten items such as forks, spoons, straws, napkins, drinks, etc.

**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 collaborate with teacher concerning daily lesson plans.

May assist with daily lessons under teacher direction and guidance.

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.

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

**PHYSICAL REQUIREMENTS:** Must be physically able to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force to constantly move objects. Must be physically able to operate a variety of office machines and equipment such as computers, printers, facsimile machines, binding machines, television, copiers, projectors, laminators, paper cutter, etc. Must be physically able to work, move or carry objects or materials. Essential physical requirements of the job include: **Climbing:** Ascending or descending ladders, stairs, ramps, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion. **Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow slippery surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. **Stooping:** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. **Kneeling:** Bending legs at knee to come to a rest on knee or knees. **Crouching:** Bending the body downward and forward by bending leg and spine. **Crawling:** Moving about on hands and knees or hands and feet. **Reaching:** Extending hand(s) and arm(s) in any direction. **Standing:** Remaining upright on the feet, particularly for sustained periods of time. **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. **Pulling:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion. **Lifting:** Raising objects from a lower to a higher positions. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles. **Fingering:** Picking,

pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling. **Grasping:** Applying pressure to an object with the fingers and palm. **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips. **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction, having the ability to receive detailed information through oral communication, making fine discriminations in sound. **Talking:** Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly. **Repetitive Motions:** Making substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity in activity such as: preparing and analyzing data and figures; transcribing, viewing a computer terminal; extensive reading, visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

**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 job of School Assistant. 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 basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Bus Driver/School Assistant.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected 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; and determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using school or 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 minimal 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 elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to job of Bus Driver/School Assistant.

**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.

**KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System, cafeteria practices, classroom practices, and office practices as they pertain to the performance of duties relating to the job of Bus Driver/School Assistant. Has general knowledge of cafeteria, classroom, and office practices as necessary in the completion of daily responsibilities. 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. 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.

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**

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**Date**

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**Date**