

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

Job Title: Bus Driver/Driver Trainer**Department:** Transportation

Grade G
H.P.D. 5
D.P.Y. 191

Job Description**Date Reviewed:** September 2021**Reports To:** Driver Supervisor**Purpose of Job**

The purpose of this job is to perform as a School Bus Driver/Driver Trainer within the Clarksville-Montgomery County School System. Duties and responsibilities include safely transporting children (K-12th Grade) to and from school and other school related activities. Manage and discipline students, maintain a safe and clean bus, monitor vehicle performance and turn vehicle in for repairs as needed. As a Driver Trainer, you are to prepare Driver Trainees for their third party testing for a Class B license with air brakes, passenger and school bus endorsements. Your training will prepare Driver Trainees to be safe and efficient drivers. Reports to 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.

Performs daily Bus inspections according to state standards to ensure that the school bus is safe to transport students. Checks all communication equipment to ensure it is operating properly.

Keeps the bus clean by, sweeping after each AM and PM run as required. Cleans headlights, mirrors, and windshield daily. Check seats, windows and interior for damages. Secure bus after each AM and PM run 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 children to and from school according to assigned bus route. Monitor student warning lights at all stops for proper working order. Continuously scans all mirrors before loading and unloading students at school and along roadways.

Must be an active safe driver for 6 months before eligible for extra school/athletic field trips. Must instruct a safety briefing procedure before every departure.

Continuously scan all engine/equipment gauges to ensure safe operation of vehicle.

Maintains discipline and safe standards on school bus; instructs students on school 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.

Fuel bus; add oil, coolant, transmission fluid etc. as needed. Prepare 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 Complete Federal Motor Carrier Safety Administration requirements for the driver trainer program.

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 an 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/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, school 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.

Driver Trainer Responsibilities:

Driver Trainers will instruct new Bus Driver Trainees in the following: Daily Bus Inspections, Safe driving practices, student drop off and pick-up procedures, and safe railroad crossing.

Trainer must ensure each trainee completes the required 20 hours of operating a school bus and meets all training guidelines according to TRN-F029.

Instructs potential school bus driver trainees according to all Federal, State and Local laws and departmental procedures.

Provides in classroom CDL permit training study sessions.

Provides hands on instruction of defensive driver training.

Conducts remedial post-accident, behind the wheel training.

Teaches actions, which eliminate conditions determined to be hazardous to the safety of students and employees.

Provides bus aide training on wheel chair securement, and manual ramp operation.

Provides Driver Safety Supervisor with road checks on new subdivisions for safe travel.

Provides route training for newly hired school bus drivers.

Conducts training when new buses are added to the fleet.

Must complete the annual state Infiniti vertical alliance mandatory training.

Contributes as Driver Trainer in mandatory Driver Certification annually and assists when directed.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or equivalent) required. Must be at least twenty-five (25) years of age. Must pass a DOT physical. In addition to minimum requirement for a CDL, school Bus Driver/Driver Trainers must have at least five (5) consecutive years of unrestricted driving

experience prior to the date of application and an additional 5 years of safe driving experience with CMCSS with 5 years of accident free driving. The Transportation Department must be fully satisfied as to the applicant's employment review, good character, competency, and fitness to be employed. Must possess a valid state Commercial Driver's License.

KNOWLEDGE OF JOB

Has complete 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 of Bus Driver/Driver Trainer. Has complete 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. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with Supervisors, Trainees, members of the General Public and all other groups involved in the activities of the department. Is able to assemble information, make written reports and documents in a concise, clear, and effective manner. Have 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, apply and teach 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.

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

PHYSICAL REQUIREMENTS: Must be physically able to operate a school bus. 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 Bus Driver/Driver Trainer. 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 Bus Driver/Driver Trainer.

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.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment, instruct and drive a school bus.

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: 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 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 Bus Driver/Driver Trainer.

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