

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Transportation Training Coordinator**Department:** Operations /
Transportation

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

Job Description**Date Reviewed:** October 2022**Reports To:** Driver Safety Supervisor**Purpose of Job**

To perform a critical role in the development of the Clarksville-Montgomery County School System's fleet of safe driving professionals. To assist in coordinating the driver-training program that develops safety-aware and competent school bus drivers for CMCSS.

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.

Must maintain; a Commercial Driver's License (CDL) with passenger and school bus endorsements, annual DOT, and operate a school bus transporting students to and from school as needed.

Must be CPR instructor qualified within six months.

Review new applications for required criteria for potential school bus drivers.

Schedule informational interview sessions with vetted applicants. Schedule orientations and classroom training for all potential CMCSS school bus drivers. Assigns driver trainers and trainees work schedule, to include from start to finish, CDL prep, classroom training, and hands-on training to ensure all required training is completed in a timely manner. Assist in coordinating all state and local in-service training.

Must know and understand the Clarksville-Montgomery County School System qualifying standards regulated by the Department of Transportation, Federal, State and Local employment laws.

Execute daily practices that support these qualifications, standards, and regulations.

Assists the Driver Safety Supervisor to guide candidates in the screening process. Validates eligibility from CMCSS HR Tennessee Bureau of Investigation Background checks. Reviews Motor Vehicle Reports, DOT exams, drug & alcohol testing, Clearing House Reports and all required application documentation.

Will assign and track all facets of the seven-week training program, which includes CDL Prep, student management, hands-on, skills training, and CPR/First Aide. Any concern will be brought to the attention of the Driver Safety Supervisor.

To be a positive “First Contact” and company advocate by accurately and professionally expressing the opportunities and benefits of being a safe qualified school bus driver for CMCSS.

Must be a State Certified Commercial Driver’s License 3rd Party Examiner within 12 months of assignment, and must recertify every 2 years.

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 two years of bus driving experience in the transportation field. Requires knowledge of interviewing techniques both federal and state laws regarding employment practices. Must have excellent interpersonal skills, proven business writing skills, and excellent computer skills. Must have the ability to work with a high level of autonomy. Must be capable of understanding the duties and competencies of different roles within CMCSS and the transportation department. Must possess a current CDL with a P & S endorsement.

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 commercial vehicle operator. Must understand the daily responsibilities and practices of a school bus driver. Must keep abreast of any changes in policy, methods, computer operations, and equipment needs, etc., as they pertain to developmental operations and activities. Is able to effectively communicate and interact with drivers, office staff, management, and members of the general public. Knows how to assemble written reports and documents in a concise, clear and effective manner. Demonstrates exceptional organizational, human relations, and technical skills. Is able to use independent judgement and work with minimal direct supervision when necessary. Has comprehensive knowledge of the terminology, principals, and methods utilized within the department. 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 Training Coordinator. 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 Training Coordinator.

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 Training Coordinator.

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