

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

**Job Title:** Bus Driver Trainee

**Department:** Transportation

**Grade** C  
**H.P.D.** 6.5 to 8  
**D.P.Y.** 35

**Job Description**

**Date Reviewed:** June 2022

**Reports To:** Driver Safety Supervisor

**Purpose of Job**

The purpose of this job is to perform as Bus Driver Trainee in the Clarksville-Montgomery County School System. Duties and responsibilities include train daily for the Class B permit with air brakes, passenger endorsement and school bus endorsement written tests. Learn required driving skills. Attend mandatory classroom training. Assisting Regular Ed and Special Ed drivers in monitoring children during transport and assisting the Bus Driver in traffic situations.

**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.**

Train daily for at least three hours. Training includes permit studying, classroom training, and hands-on training.

Complete training program within seven weeks from start date or Driver Trainee will be removed from the training program. Eligible removed Driver Trainees can transfer to a Bus Aide if a position is available.

Assist bus driver during transport to ensure children's safety. Resolves problems during transport such as disruptive behavior.

Assist bus driver in backing and traffic situations.

Observes and assists the bus driver while learning driver responsibilities.

Reports to the Driver Safety Supervisor.

May be scheduled for Saturday training as required.

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or equivalent) preferred, with three to six months of experience supervising students; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must be at least twenty-five (25) years of age. Must pass a DOT physical. Must be certified in First Aid and CPR; and maintain certification.

**KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and expectations of the duties relating to the job of Bus Driver Trainee. Has considerable knowledge of student transport practices as necessary in the completion of daily responsibilities. Is able to effectively communicate and interact with supervisors, parents, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and 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, 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.

**(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 Aide. 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 Aide.

**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 wheel chair lifts.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, 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 above 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 Aide.

**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.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**