

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

**Job Title:** Student Transportation Safety and Disciplinary Coordinator      **Department:** Transportation

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

**Job Description**

**Date Reviewed:** August 2022

**Reports To:** Transportation Manager

**Purpose of Job**

This position will coordinate district Transportation safety and discipline activities between school Administrators, Instruction Student Emotional Learning (SEL) representatives, and Transportation Department supervisors. This job performs functions in support of administering and managing compliance with the district's Student Code of Conduct and Policies and Procedures associated with Transportation safety and student discipline. This position will develop and track bus disciplinary conduct report data to develop support for drivers in student management to ensure the district's goal of providing safe and efficient transportation services. Duties and responsibilities include research, word-processing, spreadsheets, PowerPoint, data entry and data analysis, telephone reception, serve as liaison to school administration. Ensures Bus Conduct reports are processed according to the Student Code of Conduct and District Policies and Procedures. Reports to the Transportation Manager.

**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.**

- Tracks and logs all student conduct reports, both minor (TRN-F004) and major (TRN-F054), and logs into the Transportation Electronic Spreadsheet daily.
- Responsible for maintaining the disciplinary dashboard for the district Transportation Department.
- Serves as the Liaison between the Bus Driver/Bus Aide/Monitor and the Assistant Principal to ensure Bus Discipline is administered according to the student code of conduct and District Policies and Procedures.
- Schedules quarterly meetings with School Administration to review and discuss bus expectations and how they relate to the Transportation Student code of conduct.

- Responsible for coordinating with all schools biweekly to retrieve/collect Bus conduct reports if they have NOT been received per TRN-P013.
- Verifies discipline history or unique Family Educational Rights and Privacy Act (FERPA) concerns thru PowerSchool.
- Trains School Administration on Transportation Guidelines and on student conduct reports.
- Analyzes and uses appropriate data when making student and program recommendations.
- Collaborates with Driver supervisors to identify areas of need and provides technical assistance or individual assistance for drivers.
- Coordinate with the Director of Student Emotional Learning SEL and Student Support Coordinators to facilitate the social and emotional needs of students.
- Works closely with School Administration to advocate for and accommodate Individualized Education Program (IEP) needs of students while ensuring safety on buses.
- Notifies dispatch of recommended assignments for Bus Aides/Monitors or Special Needs assistance in support of Transportation safety and disciplinary guidelines.
- Works with the Safety Department in recommendations for driver training based on the Transportation Safety and Disciplinary guidelines TRN-A003 & TRN-P013.
- Facilitate individual and small group sessions to motivate students to meet behavior expectations.
- Informs the Student Transportation Manager, or his/her designee, as needed, when Student Discipline has not been administered according to the student code of conduct, by schools.
- Responsible to monitor Department strategic goals to make sure they are being met in a timely manner, and remain in compliance with the code of conduct and district policies and procedures.
- Attend and document student management concerns for Driver Supervisors during Driver Supervisor meetings.
- Assist Driver Supervisors with identifying Drivers requiring additional student management training and refers the employee to the Safety department.
- Schedules meetings with parents/school administration when required to discuss student discipline concerns.
- Assist AV/GPS Technician with reviewing videos for transportation/school administration when required.

- Required to maintain a Commercial Driver's License (CDL) with passenger and school bus endorsements; operates a school bus as required, for emergency student transportation that must be approved by the Student Transportation Manager.

**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 one to five years of general office experience. Associates degree or higher in social work or other related field of study is preferred. CDL is required with P & S endorsements (3 years commercial driving experience driving as a school bus driver with DOT physical) or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**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 Student Transportation Safety and Disciplinary Coordinator. Has general knowledge of transportation and general office practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the experience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. 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. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational and human relations 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. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

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

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines and equipment such as telephones, computers, calculators, copiers, printers, etc. 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 coworkers 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 Student Transportation Safety and Disciplinary 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 basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Student Transportation Safety and Disciplinary Coordinator.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and 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 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 another hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** This may require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e., staff, supervisors, the 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 Student Transportation Safety and Disciplinary 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.

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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**