

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Bus Driver- Special Needs Students-
Workforce Development

Department: Transportation

Grade G

H.P.D. 6

D.P.Y. 191

Job Description

Date Reviewed: April 2023

Reports To: Driver Supervisor

Purpose of Job

The purpose of this job is to perform as a school Bus Driver-Special Needs Students within Clarksville-Montgomery County School System. Duties and responsibilities include safely transporting children (K-12th Grade) to and from school and other school related activities; managing and disciplining students; maintain a safe and clean bus; monitoring vehicle performance; and turning vehicle in for repair as needed. Reports to the Driver Supervisor.

Essential Job 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 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. Check seats, windows and interior for damages. Secure bus after each AM and PM run by raising windows, draining air tanks, etc.

Prepares vehicle maintenance report for mechanical problems; turn bus into bus shop or repairs when mechanical problems arise.

Coordinates student pick-up times with parent/care provider and prepares daily routes in case of student absentees.

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 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 being eligible for extra school/athletic field trips. Must instruct a safety briefing procedure before every departure.

Operates wheel chair ramp and lift. Ensures that seatbelts, infant car seats and wheel chair tie-down equipment are clean and in good working order.

Directs and instructs students on proper boarding and unloading procedures.

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.

Fuels bus, adds oil, coolant, transmission fluid etc. as needed Prepare maintenance request ticket for repair as needed.

Must teach/instruct passengers on emergency evacuation plan as outlined in emergency evacuation procedure twice annually. Prepare and maintain an electronic seating chart for schools and keep a copy on the bus. Prepare and maintain emergency data on all students assigned to the bus in case of an emergency and for student accountability.

Must prepare student injury reports 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.

Responsible for turn 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.

Must be able to effectively communicate in a professional manner, without causing a verbal or physical confrontation with students or parents.

Must check interior of school bus after each AM and PM run for seat damage, items left behind and sleeping children.

Meet with parents, school administrator 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.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Workforce Development Initiative Certificate of Completion required. If High School Diploma (or equivalent) is obtained during employment, see job description T104. Three to six months of school bus operation experience; 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 possess a valid Tennessee Commercial Driver's License, school bus drivers must have at least five (5) consecutive years of unrestricted driving experience prior to the date of application. The 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. Must be certified First Aid and CPR; and maintain certification.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System, transportation and Special Needs practices as they pertain to the performance of duties relating to the job of Bus Driver-Special Needs Students. Has considerable knowledge of Special Education transportation 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, 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, 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.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance

skills in order to meet changing job conditions.

- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

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.

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