

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Senior Fleet Supervisor**Department:** Student Transportation

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

Job Description**Date Reviewed:** July 2023**Reports To:** Student Transportation Manager**Purpose of Job**

The purpose of this job is to perform as Senior Fleet Supervisor within the Clarksville-Montgomery County School System Transportation Department. Duties include responsibilities of managing a team of Fleet Supervisors operating two dispatch centers. Responsible for ensuring effective communications within the team. Making recommendations for hiring, discipline, bus assignments, and awards to the Student Transportation Manager. Reports to Student 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 and responsibilities may be required and assigned.

Responsible for supervising all Fleet Supervisors.

Responsible for overseeing the dispatch of the 5th largest fleet in the state of Tennessee, consisting of over 375 bus drivers and aides. Supervises substitute bus drivers and aides.

Reviews the daily coverage and/or assigning of 70-80 bus drivers, substitute bus drivers, bus aides, and substitute bus aides on bus routes.

Must be a Certified Breathalyzer Technician. (BAT)

Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions.

Manages the Teacher/School Bus Monitor Program.

- Approves all Teacher/Monitor requests
- Verifies and processes all Teacher/Monitor stipends
- Submits all stipends to payroll

Responsible to review and process all driver/aide stipends and send to payroll.

Responsible to research and review all annual bonuses for drivers/aides.

Research school zones and performs site visits to all areas requiring school bus service; assist in planning, preparing, and implementing school bus routes, runs, stops.

Reviews and manages the On Time Performance through GPS with the AV technician.

Maintains data for preparation of State and Local reports and the Key Performance Indicators (KPI) as prescribed by State law and District policy, such as; route mileage, time record, special trip mileage time, student report, accident investigations, and other required reports.

Actively works with school administrators and parents to resolve issues to include the Individualized Education Plans (IEP).

Assists Student Transportation Manager in planning and implementing emergency closing procedures covering inclement weather and emergency school closing.

Must have the ability to effectively utilize numerous transportation software programs.

Responsible for scheduling of the dispatch teams annually, including serving as a backup dispatcher as needed.

Must possess a Commercial Driver's License (CDL) with passenger and school bus endorsements and maintain an annual DOT physical to be able to operate a school bus as needed.

Facilitates planning and executing the district's numerous in-service days.

Makes recommendations to assign new and existing drivers and aides to buses and/or routes.

Prepares and writes evaluations for Fleet Supervisors.

Attends Individualized Education Plans (IEP) for students requiring special transportation.

Transcribes prepares, and/or generates routine correspondence, letters, memorandum, forms, reports, and other documents via computer software programs

Manages and coordinates numerous special projects; Summer School, zoning, convocation, career day, TN Ready, STEM (Science, Technology, Engineer, Mechanical), and bus turn-in.

Assists with reviewing and updating new policy, procedures and forms.

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 a Vocational or Technical degree with five years experience in dispatching vehicles and in general office experience: preferably within a local government or an equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Must have a valid CDL license.

KNOWLEDGE OF JOB

Has thorough 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 Senior Fleet Supervisor. 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 expedience 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 and 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, management, 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.

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