

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

Job Title: Bus Driver/Office Assistant

Department: Student Transportation

Grade H Bus Driver / F Office Assistant

H.P.D. 8 Hours (6 Hours Driver/2 Hours Office Assistant)

D.P.Y. 196

Date: September 2026

Reports To: Transportation Manager

Purpose of Job

The purpose of this job is to perform as a Bus Driver/Office Assistant in the Clarksville-Montgomery County School System and to provide administrative support. Duties and responsibilities include but are not limited to: research, word-processing, spreadsheets, PowerPoint, data entry, telephone reception, serving as liaison to administrators, staff, State and Local government, and the general public. 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.

Bus Driver:

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. Checks seats, windows and interior for damages. Secures bus after each AM & PM runs by raising windows, check for sleeping children, draining air tanks, etc.

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

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 as all stops for proper working order. Continuously scans all mirrors before loading and unloading students as school and along roadways.

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.

Directs and instructs students on proper boarding and unloading procedures.

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

Periodically updates bus stop roster and student information sheets and turns into the Driver Supervisor as required.

Must complete the mandatory state certification online and attend the driver in-service with the 5 hour HR required in-service annually.

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

Responsible for turning 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.

All paperwork will be turned in to the employee's Driver Supervisor.

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

Must prepare student injury report 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.

Meet with parents, school administrators 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.

Office Support:

Answers telephone, provides information or directs calls/messages to appropriate personnel; greets public and serves as liaison between parents, community members, students, teachers, and other CMCSS departments (i.e. Student Transportation).

Identify immediate visitor needs and coordinate appropriate supports while providing professional customer service.

Assists in coordinating general office procedures; prepares, types, and files reports and office correspondence as needed; assists in preparing and/or filing/faxing suspension papers prepared by supervisors.

Sorts and distributes mail; designs and prints certificates; types newsletters and notices.

Organizes and maintains filing system including but not limited to accident reports, preliminary report, medical log, attendance form, work orders, etc.

Ability to handle confidential and sensitive information appropriately.

Administrative duties such as copying, laminating, filing, delivering messages, setting up and operating video equipment, and helping in the office.

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 some experience supervising students in a similar environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires knowledge of CPR/Heimlich Maneuver. In addition, must be at least twenty-five (25) years of age. Must pass a DOT physical. Must currently have a Commercial Driver's License with passenger and school bus endorsement, school bus drivers must have five (5) years of unrestricted driving experience. The Student 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.

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 50 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