

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

Job Title: Lead Bus Driver

Department: Transportation

**Grade G
H.P.D. 7
D.P.Y. 191**

Job Description

Date Reviewed: September 2011

**Reports To: Transportation
Manager**

Purpose of Job

The purpose of this job is to perform as Lead School Bus Driver 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. Manage and discipline students, maintain a safe and clean bus, monitor vehicle performance and turn vehicle in for repair as needed. Reports to 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.

Sweep bus after each am & pm run. Clean headlights, mirrors, and windshield daily. Check seats, windows and interior for damages. Secure bus after each am & pm run 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 problem arise.

Monitor vehicle mileage and turn into bus shop for 5000 and 15000 miles services.

Safely transport children to and from according to assigned bus route. Monitor students warning lights at all stops for proper working order. Continuously scan all mirrors before loading and unloading students at school and along roadways.

Continuously scan all engine/equipment gauges to insure safe operation of vehicle.

Maintains discipline and safe standards on school bus; instructs children on regulations such as remaining seated at all times, no hanging out of the windows, etc.; prepares discipline reports as needed.

Directs and instructs students on proper boarding and unloading procedures.

Fuel assigned bus, add oil, water, transmission fluid etc. as needed. Prepare maintenance request ticket for repair as needed.

Periodically update bus stop roster and student information sheet for routing department.

Attend mandatory State Certification annually for school bus drivers.

Must teach/instruct passengers on emergency evacuation plan as outlined in emergency evacuation procedure outline. Must prepare and maintain an up to date seating chart for schools you serve and transportation department.

Must prepare and maintain emergency data card on all students assigned to bus in case of an emergency and for student accountability.

Must prepare student injury for on board injuries. Must prepare statement for insurance company when involved in a motor vehicle accident with your school bus.

Immediately notify your supervisor if you become insulin dependent or license are revoked or suspended.

Must have in possession when operating a school bus: Proper license, DOT Certificate, vehicle registration, Daily Bus inspection sheet, and vehicle insurance information.

Provide supervisory functions associated with a team of drivers.

Assist with the handling of bus drivers and aides concerns and problems that arise while transporting children for CMCSS – Transportation.

Handle the collection of all documents at designated school for turn-in to the transportation office.

Handle pay concerns associated with hours worked (i.e. no pay due, compensations for hours worked, misplaced time sheets).

Ensure the line of communication stays open with drivers and aides through out the department.

Available to answer questions, if need be find the answer and follow up with the driver or aide.

Operate as liaison between drivers, school administrator and transportation to resolve complaints and concerns.

Other supervisor task as assigned.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or GED) required. Must be at least twenty-one (21) years of age. Must pass a DOT physical. In addition to minimum requirement for a CDL with a P + S endorsements, school bus drivers must have five (5) years of unrestricted driving experience. Must possess a valid state driver's 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 Lead Bus Driver. Has thorough knowledge of Bus Driver 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. Is able to develop and implement long-term goals for the department to promote effectiveness and deficiency. 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 subordinates, 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, 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 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 Lead Bus Driver. 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 Lead Bus Driver.

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; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with vehicle maintenance equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment and drive school bus.

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 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 Lead Bus Driver.

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

Date

Date