

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

Job Title: Master Driver

Department: Transportation

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

Job Description

Date Reviewed: December 2011

**Reports To: Transportation
 Manager**

Purpose of Job

The purpose of the job is to perform as Master Driver within the Clarksville-Montgomery County School System. Duties and responsibilities include monitoring bus driver's/bus aides performance, scheduling of meetings with parents and administrators, resolving conflict and miscommunication, oversee the flow and direction of communication between drivers and school administrators.

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.

Assist with daily operation of 275 school buses while transporting students to and from school.

Responsible for addressing customer service concerns, complaints, and scheduling of meeting to address concerns.

Evaluate bus stops for safety and accessibility.

Attend Accident Review Team (ART) scheduled meetings.

Attend Transportation Leadership Team scheduled meetings.

Periodically visit with school administrators to ensure quality service is being provided and address concerns they may have.

Safely transport children according to assigned bus route. Monitor students warning lights at all stops for proper working order.

Assist with evaluating the safety of bus stops.

Assist with the establishment of roughly 50 new stops annually.

Assist with processing bus drivers /bus aide's payroll bi-weekly.

Assist Fleet Safety with preparing and conducting Annual State Certification Training for 350 plus commercial drivers.

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

Coordinate with shop supervisor, and supervise end of the year bus turn-in.

Works cooperatively with school administration and public regarding concerns, and inquiries as needed.

Remove and review video tapes randomly and upon request. Responsible for producing copies of pertinent video information for school administrators.

Attend mandatory State Certification annually for school bus drivers.

Monitor bus drivers and bus aide's emergency evacuation at assigned schools as outlined in emergency evacuation procedure.

Ensure Lead Drivers complete turn-in of updated seating charts and bus rosters to school administrators and transportation routing department.

Required to maintain CDL, DOT Certificate, vehicle registration, pre-trip inspection sheet, and vehicle insurance information when tasked to operate a school bus.

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

Assist with evaluating road condition within Montgomery County for opening and closing school when required.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or GED) required. Minimum of 3-5 years' experience in supervision or management field is desired. This position requires all applicants to 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 Master 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 required to assist in developing and implementing long-term goals for the department to promote effectiveness and efficiency. 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 qualified 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 Master 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 Master 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 Master 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