

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

Job Title: Fleet Safety & Driver Trainer

Department: Transportation

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

Job Description

Date Reviewed: September 2011

**Reports To: Transportation
Manager**

Purpose of Job

Coordinate the training programs including initial and remedial driver training for the Transportation Department in accordance with Federal, State and local laws that govern school bus operations. Plans, organizes, and coordinates a safety program in accordance with established policies and procedures.

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.

Instructs and trains bus drivers in accordance with all Federal, State, and Local laws and departmental procedure

Interview new driver candidates, conduct background checks, review applications, schedules classes, conduct and oversee all aspects of instruction to ensure all drivers are fully qualified to perform their duties

Assist with establishing safety goals for the department; initiates action to eliminate conditions determined to be hazardous to the safety of students and employees.

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

Conduct safety training for all commercial drivers employed by the system.

Supervise the duties and performance of Driver Trainers.

Responsible for collecting pertinent accident data and forwarding to the Accident Review Team.

Works cooperatively with law enforcement official, school administration and public regarding concerns, accidents, and inquiries as needed.

Monitors bus drivers operating techniques to ensure compliance with safety regulations.

Maintains accurate records which include; accident investigations, state reports, accident review team and other records required by the department. Coordinate with local law enforcement agency for an official copy of accident report.

Attend mandatory State Certification annually for school bus drivers.

Must teach/instruct bus drivers and bus aides on emergency evacuation procedures as outlined in emergency evacuation procedure.

Coordinate all state required in-services for all CDL drivers for 375 drivers.

Provide supervisory functions associated with a team of drivers or lead drivers.

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

Manage hiring of drivers and recruiting functions.

Evaluate the safety of bus routes and bus stops.

Fleet Drug and Alcohol Coordinator for over 400 drivers.

Conducts performance and safety check rides with commercial drivers.

Respond to accidents, Investigate, and records accidents.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor Degree preferred in transportation, law enforcement, safety/risk management or minimum of 5 years of industrial experience, with at least 2 years in the area of leadership and administration. Must be at least twenty-one (21) years of age and able to pass a DOT physical. Possession of a Third (3rd) Party testing Certification from the

State of Tennessee is required, or the ability to obtain a third party testing certification. In addition to minimum requirement for a CDL with a P + S endorsements, five (5) years of unrestricted driving experience is imperative. Knowledge in the area of Federal, State, and Local Laws governing school bus drivers and OSHA compliance regulations preferred.

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 Fleet Safety Driver Trainer. 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 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 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 Training Coordinator. 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 Fleet Safety Driver Trainer.

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 Red/Green colors.

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.

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