

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

Job Title: Administrative Ass't-III-Fleet Safety Department: Transportation

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

Job Description

Date Reviewed: September 2011

Reports To: Fleet Safety

Purpose of Job

The purpose of this job is to perform as Administrative Assistant-III- Fleet Safety in the Clarksville-Montgomery County School System. Duties and responsibilities include assisting with drug and alcohol screening, conduct CPR/First Aide training, filing accident claims, transportation recruiting, training and safety. Reports to the Fleet Safety.

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.

Record and maintain school bus accident file to include assisting with collecting accident data on bus accidents and student injury. Assists collecting pertinent accident data and forwarding to the Accident Review Team.

Type correspondence, memos, reports, etc. as needed in the safety department.

Prepare and maintain local personnel file on bus drivers and bus aides to include the initial drug and alcohol file and proper disposal of these file after the appropriate time.

Assists classroom training for bus drivers and aides as needed to include keeping enough training material on hand and making copies.

Assist with classroom training for local in-service.

Coordinates school zone light schedule with city and county for each school year.

Coordinates with the Clarksville Police Department the schedule of crossing guards for each school.

Assists in the instruction of bus drivers and bus aides in accordance with all Federal, State, and Local laws and departmental procedures.

Draft policies and procedures for the Safety department according to ISO standards.

Responsible for coordinating with the City and County Street/Highway Departments in the removal of tree branches obscuring the roadway of bus routes to ensure safety.

Responsible for reporting stop arm violators to the State of Tennessee Highway Department of Safety.

Disseminate information and changes to drivers and aides as instructed.

Assists the dispatchers in the event of an emergency school closing.

Maintains the Substitute Bus Driver and Substitute Bus Aide Roster and disseminated the information to the departmental staff as changes occur.

Responsible for updating new employee information in Fleet Runner.

Review new applications for the required criteria for potential bus driver and bus aide candidates to begin the interview process.

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

Answer telephone and provide information or direct calls/messages to appropriate personnel; greets visitors. Document customer service complaints and forward to the appropriate department.

Attend mandatory state certification annually for school bus drivers.

Must be certified/become certified to administer breath/alcohol test with an Alcohol Breathalyzer.

Must possess a Commercial Driver's License (CDL) with passenger and school bus endorsements.

Must be able to operate a school bus as needed.

Assists in fleet Drug and Alcohol testing.

Responsible for maintaining and updating substitute bus driver and bus aide roster.

Assists in preparing On-the-Job Injury (OJI) reports. Complete Leave of Absents (LOA) requests for transportation personnel and maintain LOA roster.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or GED) required, with three to five years general office experience. Experience and knowledge of the operations of a transportation department to include dispatching experience preferred. Must possess a Commercial Driver's License (CDL) with a passenger and school bus endorsements.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System, transportation, and general office practices as they pertain to the performance of duties relating to the job of Administrative Assistant-III-Fleet Safety. 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. Must keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and activities. Is able to effectively communicate and interact with supervisors, 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. Have good organizational and 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.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as telephones, computers, calculators, copiers, printers, etc. 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 to 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 Administrative Assistant-III-Fleet Safety. 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 Administrative Assistant-III-Fleet Safety.

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.

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

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

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 average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require 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 the job of Administrative Assistant-III-Fleet Safety.

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