

## TITLE

## Transportation - Deputy Director

### QUALIFICATIONS

1. Experience in field of transportation including maintenance of buses;
2. Maintain a valid Tennessee CDL class B with PS endorsement driver's license; and
3. Maintain a current D.O.T. physical card and TN Department of Safety Training Card.

### JOB GOALS

To daily drive, and transport, special education students to the appropriate school as needed to fulfill the requirements of the students IEPs;

To maintain the buses of the school system in the best manner possible to ensure that students are transported safely; and

To serve as the immediate troubleshooter in regard to the daily operation of student transportation (SPED) system

### ESSENTIAL FUNCTIONS –

1. Help to maintain school buses which are owned by the school system – ensures that the buses are maintained in the best fashion possible – well in compliance with all standards, and arranges to be present or readily available for all bus inspections;
2. Serve as the immediate trouble shooter for problems associated with the transportation of students
3. Drive a daily SPED route with following expectations -
  - Transport only authorized students for the specific bus over the specified route according to the designated time schedule.
  - Abide by all local, state, or federal traffic laws, rules, and regulations;
  - Maintain discipline when students are on the bus and reports promptly any student misconduct to the principal;
  - Assume responsibility for knowing and following safety rules, then apply proper associated procedures to ensure the safety of all parties;
  - Perform daily mechanical checks on oil, gas, tires, lights, and doors; as well as the routine pre-trip and post-trip inspections;
  - Clean the bus each day to maintain it in the proper fashion;
  - Promptly report all accidents and incidents (even those alleged) and complete all required reports; and
  - Check the bus at the end of every run to ensure that all students have left the bus.

Performance responsibilities of bus drivers include -

- Drive school bus safely and professionally;
- Perform and properly complete daily pre-trip inspections;
- Observe all mandatory safety regulations for school buses;
- Comply with all traffic ordinances;
- Maintain and comply with discipline policies set forth by the school system – specific details are printed annually in the *Code of Behavior and Discipline*;
- Notify the proper authorities in case of mechanical failure and when the bus will be running late;

- Allow students to unload only at the student’s designated bus stop;
  - Remain on the bus when students are on the bus, including loading and unloading;
  - Exercise responsible leadership when on out-of-district school trips, and require a list of all passengers with emergency phone numbers to be readily available prior to the trip;
  - Act responsibly—checks the bus at the end of each run, including extracurricular activities, to ensure that all students have left the bus. Leaving a child on the bus is very serious—it could result in the death of a child.
  - Report all accidents immediately; complete all required reports; cooperates thoroughly with any resulting investigations by the appropriate law enforcement agency and/or school system;
  - Enforce regulations against smoking, eating, and drinking on the bus;
  - Wear seat belts at all times and promote other good safety habits;
  - Dress appropriately (refer to the dress code for drivers) – be neat in appearance, courteous to parents and children, and cooperate with the principals, teachers, and other school officials;
  - Do not use profanity or tobacco in any form when students are being transported, do not report for work under the influence of any intoxicating drink or other drug (prescribed or not);
  - Participate in all on-site trainings and in the state sponsored training programs;
  - Drive the complete bus route with the bus headlights on as a safety measure, always emphasize defensive driving;
  - Show proficiency in handling and maneuvering the school bus;
  - Always keep the gas tank at least half full;
  - Assist students, as needed, with proper adjustments of booster seats, seat belts (if available), and appropriately secures wheel chairs, walkers, etc.;
  - Ensure that all children remain in their seats when the bus is in motion, also when needed, helps to ensure that the identified special needs students who are required to wear seat belts are properly secured before the bus is in motion; and
  - Has an emergency plan in place for the appropriate delivery of the identified special education student to a home in which an appropriate, identified adult is physically present to accept responsibility for the special student.
4. Perform other duties as deemed necessary by the Supervisor Transportation, Safety, and Facilities and the Director of Schools.

## **PHYSICAL EXAMINATION REQUIREMENT**

An annual physical (dated less than three months before the opening day of school) is required. The latest version of the required form required by the Department of Transportation must be used. The form must be completed by the bus driver’s attending physician. The completed form must be submitted to the Franklin County Schools’ Transportation Director prior to the beginning of school.

## **RANDOM DRUG/ALCOHOL SCREEN**

Throughout the school year, all bus drivers shall be subject to testing for drugs and alcohol without advance notice. The school system is required to annually test fifty percent of all bus drivers, at random, for drugs and alcohol. Every possible effort will be made to make the required random tests as non-intrusive as possible. However, if the driver does not report for the said testing, as designated, the driver will be suspended and not be allowed to drive for one school year. At that time, the driver must submit to drug testing resulting in a negative substance screening before being reinstated.

## **REQUIRED DRUG SCREEN**

If a bus driver is involved in an accident which results in either a fatality, an injury requiring medical treatment away from the scene, property damage, or the towing of a vehicle disabled in the accident, then the driver is required to submit to substance screening.

Positive results of drug and alcohol screens will result in appropriate disciplinary action.

All individual results from drug and alcohol screens, random and otherwise, will remain as confidential as possible.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Stooping, kneeling and/or crawling
3. Reaching
4. Talking
5. Hearing
6. Seeing

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Spatial: Ability to comprehend forms in space and understand relationships of plane and solid objects.
5. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
6. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
7. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

## **WORK CONDITIONS**

Bus driver for both morning and afternoon bus route for special education students. This is anticipated to be about four hours a day.

Other work hours will be flexible and as needed to maintain the school system fleet in the best manner possible.

Typical work days of eight hours and a maximum of 262 days in the fiscal year are expected.

Is not exempt from the requirements of the *Fair Labor Standards Act (FLSA)*. The employee is entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:01 a.m. and continues through the following Saturday at 12:00 p.m.). Any work over forty hours in the work week will require special approval of the Director of Transportation.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.