



## TRANSPORTATION MANAGER/BUS DRIVER JOB DESCRIPTION

### Work Schedule

After School Program- Monday-Thursday 2:30 pm- 7:30 pm  
Summer Program- Monday- Friday 8:00 am - 6 pm

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Reports directly to the Program Manager

### Description

The Transportation Manager/Bus Driver is responsible for ensuring the safe, reliable, and timely transportation of students enrolled in the A.Y.E.S. After-School Program. This role oversees daily transportation operations, ensures compliance with Tennessee state regulations, and maintains vehicles in safe operating condition.

### Job Responsibilities

- Safely transport students to and from the A.Y.E.S. after-school program, following established routes and schedules.
- Conduct pre-trip and post-trip vehicle inspections and document findings in accordance with Tennessee Department of Safety and Department of Education requirements.
- Ensure all transportation activities comply with Tennessee state laws, licensing requirements, and safety standards.
- Maintain accurate transportation logs, mileage records, incident reports, and maintenance documentation.
- Coordinate routine vehicle maintenance, repairs, inspections, and cleaning to ensure safe and reliable operation.
- Report mechanical issues, safety concerns, or accidents immediately and follow required reporting procedures.
- Enforce student safety procedures, including proper use of seat belts and adherence to behavior guidelines during transport.
- Communicate effectively with program staff, parents/guardians, and school personnel regarding transportation needs or changes.
- Assist with route planning and scheduling to maximize efficiency and safety.
- Maintain a professional, calm, and supportive demeanor while supervising students during transport.

### Qualifications

- Minimum 5 years valid driver's license and progressing toward required CDL, P and S endorsements per Tennessee law
- At least 25 years old



- TB test clearance
- Must pass TBI/FBI criminal background check
- Must be punctual and reliable.
- Must have experience working with youth
- Must be able to work independently or as part of a team.
- Must be able to communicate openly in a professional manner with students, parents, and community partners
- Must have sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children including ability to occasionally lift up to 25 lbs.
- Must be fit for frequent bending and standing.

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