

Job Description –School Bus Mechanic**Reviewed: 1/4/18**

TITLE: School Bus Mechanic

QUALIFICATIONS:

1. Three or more years' experience in truck repair
2. Experience in repairing automatic transmissions
3. Experience in rebuilding motors
4. Experience in front end work (align/balance)
5. Basic knowledge of diesel engines

REPORTS TO: Transportation Director

JOB GOALS: To make student transportation system operate safely and efficiently

PERFORMANCE RESPONSIBILITIES:

1. Available to be on call whenever school buses are in operation (route, trips, etc.).
2. Maintain a working phone for drivers' emergencies.
3. Responsible for all mechanical, electrical, and tire work, on both school buses and other vehicles owned and operated by the school system to the extent the school system supplies necessary equipment.
4. Responsible for regular inspection, service, and preventive maintenance on buses and other school vehicles.
5. Available to assist with other school maintenance, in times of emergency.
6. Maintains buses to a degree that meets or exceeds state codes.
7. Maintains a clean and safe repair shop.
8. Maintains inventory (parts and supplies) in an organized manner.
9. Maintains tools and equipment to provide maximum life.
10. Maintains no association to any commercial garage or shop.
11. Performs other duties, as assigned by the Transportation Director or Superintendent.

ADDITIONAL REQUIREMENTS:

In order to remain current and develop additional abilities, the mechanic is expected to attend such schools and workshops as become available and are approved by the Superintendent.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-professional personnel.