

JOB DESCRIPTION – BUS MECHANIC

Qualifications: Must be capable of doing manual labor, including lifting of 50 pounds regularly and as much as 100 pounds occasionally, walking, and climbing, possess mechanical skills, and must have a valid Wisconsin Commercial Driver License (CDL) with a school bus driver endorsement. Must also have experience, training, and/or schooling in all types of mechanical work required to effectively and efficiently operate District buses and other vehicle, the personality to work cooperatively with fellow employees and the general public maintaining a friendly, accommodating demeanor, and the self-motivation to accomplish the assigned and implied requirements of the position.

Basic Function: Maintain buses, vans, trucks, and other District vehicles including lawn equipment in safe, working condition by performing routine and required maintenance work as assigned by the transportation director.

Reports To: Transportation Director

Job Goal: Assist in maintaining buses and all other school vehicles in good, safe operational order.

Work Schedule: Regular full-time position.

Responsibilities:

1. Bus Maintenance
 - a. Repair and maintain District vehicles such as buses, pickup trucks, vans, and riding lawn mowers.
 - b. Service all equipment including lubrication, oil changes, filter changes, and other items as needed.
 - c. Overhaul engines, transmissions, and other equipment as directed by the transportation director.
 - d. Repair minor body damage including rust removal, priming, and spray painting.
 - e. Review pre-trip inspection forms and address mechanical deficiencies.
 - f. Pick-up and deliver to the bus garage vehicles that are broken down or unable to operate.
 - g. Report to transportation director any unsafe, unhealthy, or unusual situations related to the transportation program.

2. Supplies
 - a. Obtain supplies and equipment from transportation director.
 - b. Assist the transportation director in maintaining an adequate inventory of typically needed parts, supplies, and tools.

3. Transportation Safety
 - a. Be familiar with all Wisconsin and Federal standards regarding the general mechanical requirements for school buses.
 - b. Maintain the bus garage and immediate surrounding area in a neat, orderly, and secure manner to minimize hazards, accidents, vandalism, or crimes.

4. Employee and Student Relations
 - a. React cooperatively and in a friendly manner to employee requests.
 - b. Report to the transportation director student misbehavior.
 - c. Take immediate action against students only to prevent harm to persons or property.

5. Working Hours
 - a. Notify supervisor whenever leaving building or grounds.
 - b. Follow work schedule established by transportation director.

6. Other Responsibilities
 - a. Promote a positive image of the District at all times.
 - b. Assist as needed with lawn care, snow plowing, shoveling, and salting.
 - c. Perform non-routine duties at the direction of the transportation director.

Approved: January 5, 2009

Revised: