

JOB DESCRIPTION

Title of Position: School Bus Technician

Primary Job Functions: To perform preventative maintenance, major and minor repairs to corporation owned equipment. Primary emphasis is placed on maintaining the school bus fleet. To perform work assigned by the supervisor.

Status: Employee: Full time

Pay Scale: Pay scale is determined by ASE Certification and ranges from \$18.73 - \$23.67 with possible further advancement.

FLSA Overtime Status: Not Exempt: Eligible

Bargaining Unit Status: Excluded

Approved by Board: October 6, 2014

Next Scheduled Review: As needed

Supervised and Evaluated by: Shop Supervisor and/or Director of Facilities and Transportation

Evaluation Period: Annually or as needed

Minimum Qualifications and Credentials Required:

1. **Educational Requirements:** High school diploma required. Technical or additional schooling is desirable.
2. **Possess Skills and Knowledge:** To diagnose problems, determine the necessary remedy, and perform corrective action. To accept direction from the supervisor.
3. **Experience:** None required. One year preferred. It is essential the technician follow the instructions of the supervisor explicitly. A willingness to seek additional training is inherent in this position.
4. **Certification:** Mechanical certification is not required, but may be in the future. It should be one's desire to acquire certification from various technical schools and/or ASE certification.
5. **Other:** Must hold or obtain, at a minimum, a class "B" CDL with school bus, air brake and passenger endorsements. Must be able to lift at least 70 lbs.

Essential Functions:

1. Carry out all instructions given by the supervisor.

2. Inspect and repair school buses as needed.
3. In the event of a bus breakdown, be available to deliver a spare and/or make necessary repairs to bring bus back to garage. If a wrecker is needed, contact the supervisor. This may include afterhours/weekends.
4. Advise the supervisor of any problems remaining unrepaired from the previous day.
5. Perform all repair work within the limits of the shop equipment in a safe and efficient manor.
6. Report any accidents or damage to buses immediately to the supervisor.
7. Make sure all spare buses are operational.
8. Check the bus from bumper to bumper correcting any mechanical problems as directed from Supervisor.
9. Service buses as scheduled.
10. Complete scheduled services in accordance with associated paper work including brake and king pin, transmission and air dryer inspections.
11. Complete ALL forms and associated records on each bus worked on, including mileage and a detailed listing of all parts and supplies used. As well as enter appropriate information from work order into computer if required.
12. If a job requires special equipment, notify the supervisor.
13. If the supervisor cannot be contacted, leave a detailed message or e-mail describing the problem.
14. Clean and replace all shop tools and supplies to their respective areas after using them.
15. Keep the area in front of the work bay doors clear of vehicles or equipment.
16. Report any problems with equipment or bus drivers to the supervisor.
17. All bills signed by technician must be turned over to the supervisor.
18. Notify the supervisor when parts or supplies are running low.
19. Notify the Supervisor or Director of Transportation in the event of theft or vandalism, illegal drug/alcohol use.
20. Maintain an open line of communication between the Shop Supervisor, Director of Transportation, shop personnel, and office personnel.

21. Maintain, clean and organize parts room as required.
22. Be an example of exemplary adult behavior for students.
23. Project a genuine care and concern for all students, fellow employees, and corporation owned equipment.
24. All other duties as assigned by the Assistant Transportation Administrator, Shop Supervisor, and/or Director of Facilities and Transportation.