

BUS MECHANIC/GARAGE FOREMAN-CLASS 1

- QUALIFICATIONS:**
1. Adaptable to working with others
 2. Possess the necessary skills, learning and proficiency in both gas and diesel repair required in the job
 3. Able to handle telephone conversations in an acceptable business-like and courteous manner
 4. Must be able to fill in required reports, to drive a bus and tow truck
 5. Physically fit according to certification standards
 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Transportation Supervisor

JOB GOAL: To supervise and maintain the bus fleet in excellent mechanical condition so that full use of the bus fleet may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Assumes primary responsibility for the safe condition of the buses operated by the school district;
2. Supervises all bus maintenance work performed by other school personnel;
3. Determines which repair jobs are to be performed by other district personnel and what should be contracted out;
4. Recommends supplies and equipment for purchase and maintains inventory of district-owned tools, equipment and supplies;
5. Estimates costs of repair projects for insurance purposes;
6. Examines or directs the examination of district-owned vehicles on a regular basis for the purpose of preventive maintenance;
7. Examines or directs the examination of cars used for transporting students under the alternate vehicle law;
8. Assumes responsibilities in the absence of the Transportation Supervisor to include but not limited to acquiring subs, assigning of trips, assigning of buses for extra-curricular routes, handling calls whether emergency or complaints, paperwork necessary for the above, driving in times of emergency;
9. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

WORK SCHEDULE:

The work day shall be established by the supervisor but shall not exceed 8 hours per day, excluding ½ hour for a duty free lunch, unless other arrangements are made by the Supervisor.

The yearly number of days worked in a school fiscal year shall normally be 260 days (2080) unless a reduced yearly work schedule is approved by the District Administrator. Vacations and holidays, as determined by the District Administrator, shall be considered in the total days worked.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.