ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE                  Bus Mechanic

QUALIFICATIONS
1. High school diploma.
2. Demonstrated aptitude for work to be performed.
3. Ability to read basic operating instructions and write reports.
4. Valid CDL license and bus driver's permit.
5. Ability to lift 50 lbs.

REPORTS TO             Transportation Director

JOB GOAL               To maintain and repair all school buses and other equipment in the school system with emphasis on safety.

PERFORMANCE RESPONSIBILITIES
1. Plans and schedules time to assure productive use of available working hours.
2. Repairs engines, brakes, electrical systems, transmissions, springs, etc.
3. Possesses complete set of mechanic hand tools.
4. Keeps shop and parts department clean and in efficient condition.
5. Assumes responsibility of garage.
6. Keeps transportation director informed as to condition of buses.
7. Maintains all district-owned equipment and develops plans for preventive maintenance.
8. Approves and forwards transportation service invoices to accounting department.
9. Keeps records of all expenses incurred through the maintenance and repair of all vehicles operated by the district (buses, pickup, driver ed car, tractors, mowers, etc.).
10. Files yearly with the transportation director a report on each bus as to all expenses per bus.
11. Submits all reports required by state authorities.
12. Attends instructional schools when called by the State Department of Education.
13. Informs office when leaving the school site for any length of time.
14. Serves as a substitute driver on an emergency basis only.
15. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
16. Performs such other tasks as may be assigned by the board.
TERMS OF EMPLOYMENT

Salary and work year to be established by the board.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the board’s policy.

Approved by Board of Directors on April 13, 1992

Revised May 10, 1999