

SCHOOL BUS SERVICE TECHNICIAN



Transportation Department

Purpose:

The School Bus Service Technician ensures the safety and proper operating condition of District buses and other transportation support vehicles by overseeing routine maintenance and ensuring compliance with state and national safety regulations.

Definition for use in this Job Description:

"School bus" or "bus" includes any school bus or transportation vehicle within the transportation fleet.

Reports to: Transportation Maintenance Supervisor, Administrator for Transportation

May Indirectly Report to: Mechanic Specialist; Transportation Foreman

Nature & Scope:

The School Bus Service Technician follows standardized routines under constant supervision. The nature of the work requires strict adherence to policies, procedures and regulations. The incumbent does not have supervisory responsibilities.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Inspects, diagnoses and makes minor repairs to the mechanical and electrical systems of District buses.
3. Repairs various automotive components on school buses including but not limited to water hoses, starters, brakes, tires, radiators, wheelchair lifts, and lighting systems.
4. Performs preventive maintenance as needed, including but not limited to changing oil, tires, transmission fluid, air filters, lubrication, light bulbs, and engine belts.
5. Clears vehicles for use following repairs and test drives them to ensure their safety and roadworthiness.
6. Conducts annual safety inspections including full disassembly work in order to ensure that vehicles comply with District and state regulations.
7. Operates various hand tools and other equipment necessary to the maintenance and repair of motorized equipment.
8. Responds to road emergencies in the event of a breakdown.
9. Maintains computerized records of maintenance and safety inspections.
10. Maintains shop area, equipment and tools in a safe, clean and orderly condition.

11. Provides back-up support to other positions in the Department in case of absence or work overload.
12. Drives scheduled bus routes or trips when required.
13. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
14. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and the *Beaverton School District Transportation Employees Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a high school diploma or equivalent.
2. Must possess one year of vehicle services and/or technical training or equivalent experience in automotive, diesel, truck or military equipment maintenance.
3. Must possess or obtain an Oregon Department of Education Annual School Bus Inspection Certification within the first year of employment.
4. Must possess and maintain a valid driver's license and a driving record that meets the standards in place by the District.
5. At the point of hire, must be able to pass the Physical Capacity/Agility Test and must pass a DOT physical examination and drug test.
6. Within six months of hire obtain an Oregon CDL license for intra-state driving.
7. Must obtain all other necessary certifications and licenses necessary to operate a school bus in the state of Oregon including complying with new regulations that may be enacted subsequent to the first day of employment.
8. Must demonstrate familiarity with computerized record-keeping, spreadsheets, and basic math skills.
9. Must be able to read, understand and follow multi-step written and verbal instructions in English.
10. Must demonstrate the ability to adhere to established safety practices regarding the use of chemicals and equipment.
11. Must be able to comply with District, state, and national regulations as they relate to vehicle safety.
12. Must demonstrate the ability to follow a set routine and must demonstrate the ability to meet deadlines and schedules.
13. Must demonstrate flexibility to changing working environments.
14. Must be able to work with accuracy with attention to detail.
15. Must meet all minimum qualifications for the position of Bus Driver.

Additional Requirements Specific to this Position:

Must acquire and possess tools necessary for the performance of essential job functions.

Working Conditions:

The School Bus Service Technician works primarily indoors in a mechanical shop with limited climate control. The work requires regular moderate physical effort and the occasional lifting of moderate to heavy objects up to 75lbs. The incumbent will frequently stand, stoop, bend, crawl and reach in the normal course of his/her workday and will be exposed to dirt, odors, dust, wetness, fumes, grease, noisy machinery, vibrations, and toxic agents. Other potential hazards include chemicals, communicable diseases, and power/hand-operated equipment and machinery.

Maintenance work performed in the field may expose the incumbent to inclement weather and traffic hazards. While driving a bus, the School Bus Service Technician will be exposed to the working conditions and hazards outlined in the job description for *Bus Driver*. The School Bus Service Technician will be provided a uniform supplied by District for use during working hours.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 1, 2017

Date Revised: August 2023

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.