

## Monroe-Gregg School District Role Description



**Job Title: Assistant School Bus Mechanic**  
**Location: Transportation Department**  
**Job Group: Classified- Non-Exempt (260 Days)**  
**Reports to: Lead Mechanic**

The assistant school bus mechanic is responsible for planning and scheduling the repair and preventative maintenance on the Monroe-Gregg School District's transportation fleet as needed. Responsibilities include ensuring the availability of vehicles in a safe operating condition while meeting all state and federal transportation requirements. Weekly service hours are forty (40) hours per week.

### Essential Responsibilities:

- Performs a wide variety of tasks related to the regular maintenance and repair of school vehicles and equipment:
  - Diagnoses, removes, and assembles body and chassis components from any vehicle.
  - Cleans, inspects, rebuilds, and assembles new or original parts; reinstalls components, and makes necessary adjustments.
  - Diagnoses potential vehicle malfunctions using computer diagnostic equipment for the purpose of determining needed repairs and/or replacement.
  - Inspects, cleans, adjusts, tightens, and repairs minor items such as lights, bulbs, lenses, reflectors, etc.
  - Repairs items such as kingpins, springs, shocks, leaf springs, and spring pins.
  - Replaces and repairs brakes, steering, electrical, air conditioning, and heat elements.
  - Replaces and repairs minor body parts, floors, fenders, and dents.
  - Performs tire work and repairs, lube oil and filter changes, minor electrical repairs, mirror replacement, minor road service, service fuels.
- Performs minor repairs as requested on daily vehicle inspection reports in a timely fashion.
- Inspects and repairs vehicles prior to Registry of Motor Vehicle inspections.
- Reports all breakdowns to the lead mechanic.
- Maintains maintenance and repair records on vehicles as required.
- Responds to emergency situations during and outside of regular work hours for the purpose of resolving immediate safety concerns, including emergency breakdowns and service, snow removal, and general property maintenance.
- Assists with starting vehicles in the winter months to help ensure timely routes.
- Substitutes as a bus driver when needed.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the lead mechanic and transportation director regarding issues and concerns.
- Other duties as assigned by the lead mechanic and transportation director.

### Essential Qualifications:

- High school diploma or equivalent.
- Minimum of three (3) years of experience repairing and servicing school buses or medium duty trucks.
- Valid CDL license with a school bus endorsement or the ability to obtain within twelve (12) months of hire.
- Must possess a safe driving record and pass a criminal background check, drug screen, and DOT physical as required by law.
- Knowledge of Registry of Motor Vehicles school bus safety inspection procedures.
- Ability to overhaul engines on both gasoline and diesel-powered trucks and school buses.
- Demonstrated success performing a variety of tasks requiring a proficient understanding of school bus repair.
- Must possess a basic set of hand tools.

**Physical Demands:**

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee is regularly required to walk, stand, sit, speak, and hear; uses hands including significant finger dexterity to handle or feel objects, tools, or controls; able to lift 75lbs occasionally.
- Required to stoop, kneel, crouch, and periodically crawl.
- Must be able to respond quickly to sounds and to see and respond to dangerous situations.
- Ability to work in extreme weather and wear personal protective gear correctly when required.
- Required vision abilities include peripheral vision and close vision such as reading written material.
- Must be physically able to perform and demonstrate emergency evacuation procedures.
- The employee may occasionally assist students with disabilities.
- Communicate orally and hear on a two-way radio with the transportation department and administrators.

**Environmental Conditions:**

Work is performed in an outdoor or bus garage environment. The employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic. The employee is exposed to moving mechanical parts. Work is completed in a variety of weather conditions which may be adverse at times. Operates a variety of equipment which may include hand tools, power tools, light and heavy equipment, trucks, and buses. The employee may be required to interact with the public, parents, and staff. Errors could result in a danger to health and safety, loss of school assets, injury to oneself or others, or damage to buildings and equipment.

**Terms of Employment and Evaluation:**

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

**Acknowledgement:**

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

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Employee Signature

Date

*Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.*