

TITLE: ASSISTANT MECHANIC / FUELING OF BUSES

QUALIFICATIONS:

1. Valid Missouri Commercial Drivers License with “S” and “P” endorsement
2. Verifiable safe driving record
3. Demonstrate the ability to drive a school bus
4. Up-to-date physical
5. Some mechanical knowledge
6. Good human relations skills
7. Certified School Bus Driver Trainer and Instructor

REPORTS TO: Transportation Director and Head Mechanic

JOB GOAL: To provide safe and reliable transportation of students to and from school.

PERFORMANCE RESPONSIBILITIES:

1. Fuel buses.
2. Check all fluid levels.
3. Record each of the buses fuel usage.
4. Record daily the Cathodic tank protection system and fuel-monitoring system.
5. Assist head mechanic.
6. Train new drivers.
7. Wash buses.
8. Assist Transportation Director when needed.
9. Promotes high standard of safety and good housekeeping methods in all work-connected areas.
10. Cannot take trips unless requested by office.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provision of the Board’s policy on Evaluation of Support Personnel.

Signed:_____ Date:_____
(Assistant Mechanic/Fueling of Buses)

Signed:_____ Date:_____
(Transportation Director)