

BUS - AUTOMOTIVE MAINTENANCE MANAGER

- QUALIFICATIONS:**
1. High school diploma or equivalency.
 2. Have a valid Kansas CDL license with the required endorsements.
 3. Complete the required physical for bus drivers. (KDOT)
 4. Meet all state requirements for bus drivers which include the Driver Improvement Program and Medic First Aid.
 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Transportation

JOB GOAL: Is responsible for supervising the maintenance parts and repair operation of the district's bus fleet and other vehicles so that the fleet will be kept in a state of operating excellence so that vehicles present no problems or interruptions to the educational program.

FULL/PART-TIME: Part-time or Full-time

FLSA STATUS: Non-exempt from overtime

BOE APPROVAL: 3/8/2021

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Maintains a valid Kansas driver's license with required endorsements for school bus drivers.
3. Maintains required certifications for defensive driving, human trafficking, and first aid.
4. Driving knowledge shown by passing State required tests and obeys all traffic laws.
5. Follows district policies in regard to student transportation.
6. Maintains discipline when students are on the bus and at loading sites.
7. Follows district's procedure when disciplining students.
8. Keeps assigned vehicles clean.
9. Keeps to assigned schedule.
10. Performs and documents pre-trip inspections as per district policy.
11. Notifies the supervisor in case of mechanical failure or lateness.
12. Discharges students only at authorized stops.
13. Transports only authorized students.
14. Reports all accidents and completes required reports.
15. Demonstrates aptitude or competence for assigned responsibilities.
16. Physical capabilities to pass the physical examination required by the State.
17. Route drivers report to lead driver in a.m. and p.m. routes for attendance purposes.
18. Drives a school bus on urban and/or country streets or roads under various weather conditions.
19. Physical ability to enter and exit rear emergency door rapidly.
20. Physical ability to exit driver's seat rapidly and safely in case of emergency and proceed to the rear emergency door.
21. Physical capabilities to pass the physical examination required by the State.
22. Ability to handle stress from traffic and students.
23. Ability to control and discipline students of all ages.
24. Performs any other responsibilities as assigned by the Director of Transportation or Superintendent.
25. Directs the daily operations of the automotive maintenance shop in the overhaul and repair of the division's automotive equipment.
26. Coordinates automotive maintenance services, and assists the transportation director in making maintenance decisions concerning all motor vehicles in the division's fleet.

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27. Inspects the work of automotive mechanics and evaluates mechanic's performance through personal quality control checks.
28. Promotes high standards of safety and good housekeeping methods in the operation of the bus shop.
29. Develops and implements an efficient and effective system for routine automotive and preventive maintenance services for all school vehicles in accordance with state guidelines.
30. Maintains both electronic and hard copy records on automotive maintenance and operation expenses in order to evaluate operating costs.
31. Oversees an inventory control system, maintains accountability for parts and equipment, and the requisitioning of parts and supplies, including waste management.
32. Assists the Director of Transportation in preparing specifications for the purchase of new and replacement equipment.
33. Monitors warranties to ensure that parts and equipment under warranty are serviced as required.
34. Models nondiscriminatory practices in all activities.
35. Maintains confidentiality of classroom, student and employee information.
36. Follows the building dress code while being a good role model for students.
37. Performs other related duties as assigned by the Director of Transportation or appropriate administrator.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

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 in Board policy *GCI Classified Employee Evaluation*.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

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| <input type="checkbox"/> | 1. Very rarely requires exertion beyond walking. |
| <input type="checkbox"/> | 2. Very rarely requires physical exertion beyond walking or climbing stairs. |
| <input type="checkbox"/> | 3. Requires prolonged (over 50% of the time) standing and walking. |
| <input type="checkbox"/> | 4. Requires prolonged (over 75% of the time) standing and walking. |
| <input checked="" type="checkbox"/> | 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials. |
| <input type="checkbox"/> | 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |
| <input type="checkbox"/> | 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |
| <input type="checkbox"/> | 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials. |
| <input checked="" type="checkbox"/> | 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds. |
| <input checked="" type="checkbox"/> | 10. Driving skills and physical ability required to drive vehicle. |

*Note: * "heavy" means not over 50 pounds*

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I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

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