

Casey-Westfield School District C-4 Job Description

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| JOB TITLE: | Bus Mechanic |
| DEPARTMENT: | Transportation |
| LOCATION: | Bus Garage |
| REPORTS TO: | Superintendent of Schools |
| EVALUATION: | Evaluation will be conducted by the Superintendent |
| EMPLOYMENT: | Twelve months; hours per day. |
| VACATION: | One week the first year, Two (2) weeks after first year. |
| REVISED: | February 28, 2024 |

SUMMARY: Keeps the district's vehicles and buses in a state of operating excellence to minimize or eliminate problems or interruptions to the educational program.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

- Properly maintains all transportation vehicles
 - Maintains the ability to diagnose, repair, rebuild and make most necessary adjustments/repairs on all vehicle systems.
 - Utilizes outside resources/specialists when necessary to repair/maintain vehicles.
 - Performs monthly inspection on all vehicles.
 - Performs troubleshooting and repairs on district vehicles.
 - Analyzes requirements and makes recommendations on schedule for preventative maintenance program for District vehicles and equipment.
 - Accomplishes engine testing using specialized equipment.
 - Performs road testing.
 - Recommends replacement of equipment & materials for department.
 - Prepares buses for required vehicle inspections.
 - Initiates purchase orders for repairs, equipment, and supplies.
 - Reports all vandalism, abuse or loss of equipment and tools.
- Maintains transportation records and reports.
 - Inventory Management & Control; maintains a current inventory of supplies and equipment; sets up and supervises receipt and issuance of parts and supplies.
 - Prepares and audits the preventive maintenance program for transportation and maintenance vehicles and maintains related records and reports on vehicle maintenance operations.
 - Works with Unit Office to prepare specifications and descriptions for transportation needs.
- Performs duties related to transportation staff.
 - Provides on-the-job training for bus drivers when required.
 - Promotes high standards of safety and good housekeeping methods in all work-connected areas.
 - Works with other district personnel to provide a good educational climate at all times.
 - Acts as communication link between Unit Office and transportation personnel. Picks up and delivers correspondence at Unit Office at least twice a week (Monday and Friday A.M.)
 - Helps interview bus driver candidates.
- Performs duties related to student transportation.
 - May be required to substitute on regular routes. Complies with all the provisions in the district's job description for bus driver.
 - Drives other trips as assigned.
 - In the event of bus trouble on the road, delivers a back-up bus and arranges for towing of disabled bus.
 - Available off-school hours to make arrangements for extra-curricular and regular transportation needs.
 - Works with Unit Office to plan and schedule bus routes.

- Attends meetings as needed and required of transportation personnel.
- Performs other duties and jobs as needed and assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES: Oversees work of District bus drivers.

QUALIFICATIONS

1. Must be 21 years of age or older and have a high school diploma or equivalent.
2. Must possess or be able to obtain a CDL with passenger endorsement or a CDL with school bus endorsement.
3. Possess a valid driver's license, which has not been revoked, suspended, or canceled within the 3 years prior to the date of application.
4. Must be able to meet all requirements for a school bus driver permit in accordance with the Illinois Administrative Code Chapter 2 SEC. 1035.15.
5. Pass all State of Illinois written testing and behind-the-wheel examination.
6. Physically be able to bend, stoop, twist, turn, reach, carry, pull, push, and climb steps frequently and sit extensively.
7. Ability to lift up to 85 lbs.
8. Ability to push/pull up to 55 lbs.
9. Repetitive use of arms, hands, shoulders, legs and feet.
10. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
11. Ability to understand and follow basic oral and written instructions.
12. Ability to operate a wheelchair lift.
13. Enforce school regulations and policies in a professional manner.
14. Ability to maintain good working relationships with fellow employees and pupils.

SCHEDULING

The schedule is subject to change with district demands. Overtime is required when requested.