

NORTH WASCO COUNTY SCHOOL DISTRICT
JOB DESCRIPTION – Bus Driver Mechanic

Title: Bus Driver Mechanic
Classification: Classified/ESP
Reports To: Director of Transportation
Work Year 259 Days/Year

Job Purpose Statement/s:

Maintains the District’s school buses, support vehicles and various maintenance equipment to assure their safe, effective and efficient operation with no interruptions to the educational and support programs with school bus vehicles safety the primary concern.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of automotive trade practices, tools, and equipment.
- Knowledge of construction and operation of automotive electrical systems and internal combustion engines.
- Knowledge of safety hazards and necessary precautions required to work around, in and under vehicles or to work with petroleum-based chemicals, solvents and exhaust fumes.
- Ability to locate and repair defects in automotive vehicles and equipment.
- Ability to use tools and operate diagnostic and power equipment employed in the repair and adjustment of engines and components.
- Ability to perform diagnostic and mechanical repair work without direct supervision in the shop or in the field.
- Ability to use welding and other shop equipment such as lathes and grinders.
- Ability to change and repair tires.
- Ability to work independently within a prescribed budget.

Education/Experience:

- Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described within this job description.

Language Skills:

- It is essential to read and interpret documents written in English such as safety rules, operating and maintenance instructions and procedure manuals. It is essential to speak English effectively to individuals or small groups, and to write routine reports.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.

Certificates and Licenses:

- Must have a current Oregon/Washington driver’s license and have an acceptable driving record.

- Possess and maintain an appropriate and valid Oregon Class B Commercial Driver's License issued by the State Department of Motor Vehicles.
- Ability to perform the physical requirements of the position, as certified by a physician.

Essential Duties and Responsibilities: include the following

- Assists in the maintenance, diagnoses, and repair of all district vehicles as required by State statute and District safety policies and procedures.
- Performs services and repairs on school buses, including but not limited to, diesel engines, injectors, pumps, automatic and standard transmission repair and replacement, wheelchair lifts, air brake systems and electrical systems.
- Follows prescribed preventative maintenance procedures on all vehicles.
- Responds to school bus driver needs and maintains a positive working relationship with Transportation Department employees.
- Maintains a current inventory of supplies and equipment
- Assists the Certified Bus Mechanic with the development and implementation of the Transportation Department's budget
- Drives established school bus routes when required.
- Responds to calls after regularly scheduled work hours as needed.
- Promotes high standards of safety and housekeeping methods in work-connected areas.
- Participates in continuing educational training for new techniques and job skills as requested.
- Assists in other transportation related needs as required.
- Talks to equipment operators, drives, and operates vehicle, or uses diagnostic equipment to identify problems and malfunctions.
- Conducts inspections of equipment in the shop or in the field to determine safety status and to identify potential causes of equipment malfunction.
- Performs diagnostic inspections on automotive and other motorized or stationary equipment to identify problems, using mechanical, electrical, and electronic testing equipment
- Initiates orders for parts and equipment using parts books or other sources, including contacting vendor to determine the availability of parts.
- Operates gas and arc welding equipment to repair cracks in body components and frames.
- Performs body and fender work, including spray-painting exterior and interior finishes.
- Maintains vehicle repair records including the nature of the repair, labor hours, and parts used in making repairs.
- Drives equipment in and out of repair shop; operates and road tests repaired vehicles to ensure proper function.
- Mounts and removes tire chains during inclement weather.
- Maintains a positive and effective working relationship with staff and students.
- Other duties may be assigned as necessary.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to high, precarious places, fumes or airborne particles, outside weather conditions, and vibration. The noise level in the work environment is usually moderate.

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:

<input type="checkbox"/>	Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Heavy Work: Lifting or drag 125 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As a mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

EMPLOYEE STATEMENT:

"I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

Print Name

Employee Signature

Date