

West Salem School District  
Job Description

Position Title: Mechanic/ Transportation Director  
Qualifications: Strong educational and employment history in school bus administration and mechanics  
Department: Transportation  
Reports To: Superintendent  
Approved By: Board of Education Date: September 24, 2007

I. Summary:

To maintain the district's vehicles, so that they are clean and in excellent mechanical condition to ensure safe and efficient transportation system for use in our educational and district programs. To maintain the district transportation facilities, grounds and equipment at a level of operating excellence, cleanliness and safety, which allows for full educational use. Supervise transportation personnel.

II. Essential Duties and Responsibilities:

- A. Repair and maintain school buses and vehicles.
- B. Pick-up and deliver vehicles under breakdown and emergency conditions.
- C. Ensure that only school vehicles, equipment and necessary personal tools are stored in the bus garage or the property.
- D. Work with the Superintendent when weather or circumstances dictates the consideration of late school starts, closings or early releases.
- E. Attend appropriate School Board Transportation Committee, Board, and administrative meetings.
- F. Purchase supplies for the garage as needed using district purchase orders.
- G. Post openings, interview, recommend for hire, and supervise all regular and substitute drivers, the transportation mechanic, and the transportation administrative assistant.
- H. Enforce the rule that the bus garage is off limits to all non-garage personnel and students with the exception of those approved by the district administrator.
- I. Formulate the specifications to be incorporated in contractual agreements for vehicles, fuel, insurance and licensing and other items as so directed.
- J. Ensure that all bus drivers hold and maintain a current Wisconsin bus license.
- K. Ensure that all drivers are educated on Wisconsin and federal bus regulations and maintain education records on all drivers.
- L. Ensure that all Wisconsin and federal bus regulations are followed.
- M. Complete regular performance reviews including a road assessment on all drivers and report any non-compliance to the district administrator and formulate a plan of remediation.
- N. Complete the necessary classes to provide training, education and licensing for new drivers.
- O. Train all beginning drivers and give them a road test. Assign and control all spare buses that may be used as substitute vehicles.
- P. Serve as a substitute driver in an emergency.
- Q. Maintain personnel files and sign staff absence reports and file them with the human resource department and staff member for all transportation department staff.
- R. Schedule drivers for absences and co-curricular activities.
- S. Plan, monitor, and modify bus routes as needed in a timely manner.
- T. Serve as the district's Third-Party Tester.
- U. Deal with the public and school employees in a courteous and professional manner.
- V. Supply necessary tools per industry standards.
- W. Perform all duties as assigned by the district administrator.

III. Supervisory Responsibilities:

Supervise transportation administrative assistant, bus drivers, substitute bus drivers and Transportation Mechanic.

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required

A. Education and/or Experience

High School graduate, diesel mechanics certification, and a minimum of two years of experience in this field. Supervisory training and experience.

B. Certificates, Licenses, Registrations:

Hold a valid and current Wisconsin CDL, AED, CPR/First Aid Certification and Wisconsin Third Party Tester license.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write drafts of meeting minutes, edit reports, and compose business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public.

D. Mathematical Skills:

Ability to read charts graphs and compute sums.

E. Reasoning Ability:

- a. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.
- b. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.

F. Technology Skills:

- a. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
- b. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentation and telecommunications.

G. Other Skills and Abilities

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object. Lifting up to 100 pounds.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.

AMENDED: September 24, 2007