

UTILITY PERSON – DRIVER

LINE OF RESPONSIBILITY: Reports to Transportation Supervisor

MAJOR AREA OF RESPONSIBILITY: Assist in maintaining transportation department vehicles in safe operating condition in conformance with the local, county, state, and federal requirements.

ESSENTIAL FUNCTIONS:

1. Grease, oil changes and filter changes
2. Check busses for starting and assist in the starting of busses as needed in severe weather conditions
3. Chassis and body inspections
4. Assist mechanic with two person jobs as time allows
5. Work as member of the team
6. Share in the responsibility of keeping a clean and organized work area
7. Report any and all unsafe conditions
8. Complete all required paperwork
9. Attend training and meetings as requested or required
10. Make service calls to downed buses
11. May be called upon to drive a school bus with or without students on board
12. Other duties as assigned.

QUALIFICATION REQUIREMENTS: 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.

Education and/or Experience: High school diploma; experience in vehicle repair, and be a team player.

Certificates, Licenses, Registration: Must possess a valid Michigan Driver's License and must be able to obtain a CDL, class B-P with air brakes and meet all other requirements for school bus drivers.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports.

Mathematical Skills: Ability to add, subtract, and multiply and divide in all units of measures, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills and Abilities: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is regularly required to stand, walk, use hand to finger, handle, or feel objects, tools, or controls, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds such as bus parts and chemical containers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and noisy environments.

WORK ENVIRONMENT: 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.

While performing the duties of this job, the employee regularly works near moving vehicles and mechanical equipment. The employee may frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gas fumes, and sprays. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Transportation Supervisor

Assistant Superintendent