

Arlington School District No. 16  
Job Description

**JOB TITLE: Mechanic / Bus Driver**

<b>CLASSIFICATION:</b>	Classified
<b>REPORTS TO:</b>	Transportation Supervisor
<b>HOURS:</b>	Varies
<b>SALARY:</b>	Per PSE Schedule A

**SUMMARY:** Under the supervision of the Transportation Supervisor, the mechanic shall be responsible for the maintenance and repair of all school district vehicles and will keep them in a ready state of service. The Bus driver will operate, fuel, and maintain a clean school bus and may be required to load and operate other district vehicles. The employee will be required to successfully pass random drug testing as required by law and may be required to undergo a post-offer medical examination.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Maintain vehicles with gasoline and diesel engines, including adjustment of fuel injectors, setting valves and other routine repairs such as overhaul, repair and servicing of tires.
- Diagnose vehicle malfunctions and complete repairs
- Overhaul and rebuild gasoline and diesel engines, differentials, transmissions, electrical circuits, brakes, bearings, drive shafts, and other automotive systems
- Perform acceptable auto body repairs to include fiberglass and complete body painting functions
- Provide appropriate hand tools to accomplish work
- Operate buses and/or district vehicles in a safe and efficient manner
- Responsible for daily routine school bus vehicle safety inspections
- Maintain control over passengers as related to safety
- Maintain a fueled and clean bus per district policies and procedures
- Attend bus driving training courses and safety meetings
- Cooperate with adult chaperones or activity advisors to maintain safe conditions on special trips
- Follow Washington State Laws, district policies and procedures and directions of supervisor regarding routes, stops, and operation of vehicle
- Follow proper reporting procedures and respect confidentiality of student matters
- Resolve conflict in a pro-active, problem-solving manner
- Communicate a positive image of the employer through personal and professional avenues
- Evacuate bus in 25 seconds
- Other duties may be 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 or equivalent and employment experience driving a school bus and experience as mechanic of specified vehicle types

**LANGUAGE SKILLS:**

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to staff and students.

**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 solve practical problems and deal with a variety of concrete and abstract variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Type I school bus driver authorization with Washington State driver's license with CDL Class B passenger endorsement, air brake restriction lifted.

**OTHER SKILLS AND ABILITIES:**

- Skills in written and verbal communication and effectively communicate with a variety of staff on different issues (e.g. vehicles out of service, assigning spare buses, etc.)
- Skills in gasoline and diesel engine diagnosis and repairs
- Knowledge of computerized maintenance program
- Ability to follow oral and written instruction
- Ability to diagnose problems on all rolling stock
- Ability to weld with both gas and electric welders
- Ability to operate a PC computer
- Ability to perform maintenance on all District vehicles
- Ability to troubleshoot electrical problems and make repairs
- Ability to utilize electronic testing equipment to diagnose equipment problems
- Ability to interpret and follow wiring schematics
- Ability to show tact and good judgment
- Ability to establish and maintain effective working relationships with a variety of people from diverse backgrounds
- Ability to work well under pressure and have the capability of processing information in a timely manner
- Ability to understand and maintain drivers' work orders, maintenance logs, and other related transportation records
- Ability to use computer to access email, websites, and other district network resources

**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 walk, stand, sit, and use the hands to handle, finger, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee must be physically able to perform daily routine vehicle safety inspections and necessary emergency roadside services, possess sufficient strength and agility to move about in a school bus as required to provide assistance to students in evacuating bus. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Employee

must pass a physical exam every twenty-four months in accordance with the standards established in 49 C.F.R. 391.41 through 391.49, of the Federal Motor Carrier Safety Regulations, and must continue to meet these physical exam requirements during the time between exams.

**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.*

The environmental conditions include the usual lubricants and supplies needed for vehicle maintenance and repair. Typically, the noise level in the work environment is moderate to high. While performing the duties of this job, the employee occasionally will walk on slippery surfaces. The employee may have direct responsibility for the safety and well-being of others.

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

June 2018