



Policy GFBF: Job Description: Mechanic-School Buses and Equipment

Status: DRAFT

Original Adopted Date: 10/21/2002 | **Last Revised Date:** 06/10/2024 | **Last Reviewed Date:** 06/10/2024

Mechanic I and Mechanic II

QUALIFICATIONS:

Demonstrates success in performance of the tasks listed below.

Mechanic I

- Valid MS Drivers' License
- Valid CDL
- Good physical condition and ability to lift, push, pull or carry up to fifty (50) pounds.

Mechanic II

- Valid MS Drivers' License
- CDL preferred
- Good physical condition and ability to lift, push, pull or carry up to fifty (50) pounds.

AREAS OF RESPONSIBILITY:

May be required to drive a bus as needed.

Maintenance and repair of all school-owned vehicles, tractors, and lawn mowers.

Mechanic will remain on duty at the bus garage from 7:00 a.m. to 4:00 p.m. during the school year and 7:00 a.m. to 3:00 p.m. during the summer unless he is called to repair a bus on route to or from school or a school-sponsored trip.

JOB DUTIES:

Mechanic I

1. To establish and recommend priorities on repairs to the Assistant Superintendent.
2. To establish preventative maintenance program on all vehicles.
3. To perform needed repairs on all buses, trucks, tractors, lawn mowers and equipment.
4. To perform inspections as required by accreditation.
5. To keep daily record of all gas used by vehicle and number.
6. To follow purchasing procedures as established by the Assistant Superintendent, Transportation Supervisor, and/or Business Manager. All purchases must be approved by the Assistant Superintendent and Transportation Supervisor.

Mechanic II

1. To perform needed repairs on all buses, trucks, tractors, lawn mowers and equipment.
2. To perform inspections as required by accreditation.

EMPLOYMENT:

To be employed 12 months per year.232 days/Non-Exempt
Salary is to be established by Board policy GGBI.

EVALUATION:

Performance in the position will be evaluated annually by the transportation Supervisor and/or Assistant Superintendent in accordance with the Board's policy on evaluation.
