

Lakeland Joint School District #272

15506 N. Washington St.
Rathdrum, ID 83858
208-687-0431



**LJSD Vision: A community committed to academic excellence ...
dedicated to student success.**

Board Agenda Item Request

AGENDA ITEM: Bus Mechanic Job Description

PURPOSE: Discussion with possible action

MEETING DATE: October 21, 2026

PREPARED BY: Summer Bilski

INFORMATIONAL SUMMARY:

We want to update the Bus Mechanic job description, drop the “Lead Bus Mechanic” title, and fix the classified salary matrix to match these changes.

ATTACHMENTS:

Original Job Description
Draft Job Description

JOB DESCRIPTION

S. TITLE: Mechanic

QUALIFICATIONS:

1. Literacy in the English language
2. Demonstrated success in performing a wide variety of tasks requiring an understanding of and proficiency at automotive mechanical repair
3. Meets all requirements for bus driver
4. Such additions and/or alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Lead mechanic and/or transportation supervisor

JOB GOAL: To assist in keeping the district's motorized vehicles in such a state of operating excellence that they present no problems or interruptions to the educational program

PERFORMANCE RESPONSIBILITIES: (Typical tasks shall include but not be limited to:)

1. Maintains high standards of safety and good housekeeping methods in all work connected areas
2. Diagnosis and repair of district automotive equipment
3. Maintains service and repair records on district vehicles
4. Helps maintain a current inventory of supplies and equipment
5. Serves as relief bus driver when requested
6. Performs such other tasks as may be assigned by the head mechanic or transportation supervisor

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office.

Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of noncertificated personnel.

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED TO BY: _____ DATE: _____
(Employee)

Adopted: December 13, 1982
Revised: August 13, 1990
Revised: August 12, 1991



Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

Bus Mechanic

JOB SUMMARY:

Responsible for the preventative maintenance and repair of school district transportation vehicles, including buses, pickups, and cars, to ensure safe and efficient transportation services that support the educational mission.

QUALIFICATIONS:

1. High School Diploma
2. Proficiency in diagnosing and repairing hydraulic brake systems, wiring, transmissions (automatic and manual), gas and diesel engines, and school bus bodies.
3. Ability to obtain a Commercial Driver's License (CDL) with passenger and school bus endorsements within 60 days of hire (required condition of employment).
4. Possess a current DOT physical card or the ability to obtain one.
5. Meet all requirements for bus driver

REPORTS TO:

Transportation Director

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

1. Conduct thorough inspections of school buses and other assigned transportation equipment to identify safety concerns, defects, and needed repairs.
2. Ensure vehicles are safe for operation before returning them to service.
3. Perform scheduled preventative maintenance in accordance with manufacturer recommendations and district maintenance schedules.
4. Diagnose mechanical, electrical, hydraulic, and other vehicle system issues.
5. Maintain and repair engines, transmissions, brakes, steering, suspension, cooling systems, electrical systems, and other vehicle components within the employee's qualifications.
6. Identify developing mechanical issues and recommend repairs before they result in costly breakdowns or service interruptions.
7. Maintain complete and accurate maintenance records, inspection reports, repair histories, and parts usage documentation.
8. Assist with audits, inspections, and request for maintenance documentation.
9. Maintain compliance with applicable federal, state, Idaho transportation, and school district requirements.

Initial & Date _____

10. Work collaboratively with the Transportation Director and transportation staff to prioritize repairs based on safety, student transportation needs, and vehicle availability.
11. Respond promptly to urgent mechanical issues that affect daily routes, field trips, and extracurricular activities. Be on call for service calls.
12. Maintain an organized inventory of commonly used parts, supplies, tools, and equipment.
13. Monitor inventory levels and communicate purchasing needs before critical supplies are depleted.
14. Follow established safety procedures when operating equipment, handling hazardous materials, lifting vehicles, and performing repairs.
15. Participate in manufacturer training, safety training, and other relevant professional development.
16. Serves as a relief bus driver when requested.
17. Perform other duties as assigned by the supervisor.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will,” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms outlined in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code, may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code, shall not be hired.

Board Approval Date:

Last Revision:

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____