

New Berlin CUSD #16

JOB DESCRIPTION

Position Title: Bus Mechanic & Full Time Driver

Qualifications:

1. Knowledge and skills in vehicle maintenance and rules of school bus maintenance.
2. Must be 21 years of age or older and have a high school diploma or equivalent.
3. Possess and maintain a valid driver's license.
4. Must possess or be able to obtain a CDL with passenger endorsement and a CDL with school bus endorsement.
5. Must be able to meet all requirements for a school bus driver permit in accordance with the Illinois Administrative Code.
6. Ability to maintain good working relationships with staff, students, and parents and the general public.

Department: Transportation

Location: Bus Garage

Reports to: Transportation Director

FLSA Class: Non-Exempt

Revised Date: 09/18/2025

Job Goal: To ensure all district buses and vehicles remain in safe, reliable condition and in full compliance with federal and state regulations, minimizing disruptions to student transportation and the educational program.

Performance Responsibilities:

1. Repair and maintain all district-owned vehicles in compliance with manufacturer guidelines, state requirements, and inspection standards.
2. Coordinate with outside vendors when buses require outsourced repairs.
3. Perform preventive maintenance, minor body work, and necessary repairs on buses and district vehicles.
4. Monitor fuel usage, request fuel orders, and maintain fuel equipment as needed.
5. Maintain an adequate inventory of parts, tools, and supplies for vehicle maintenance.
6. Keep maintenance and shop areas clean, safe, and organized.
7. Collaborate with transportation personnel to ensure buses remain in safe operating condition.
8. Provide on the road assistance when necessary.
9. Safely operate school buses and multi-passenger vehicles to transport students to and from neighborhoods, schools, and school-sponsored activities.
10. Conduct routine checks and inspections of buses and equipment, including but not limited to windshield wipers, lights, oil, fuel, water, seats, and safety systems.
11. Follow all federal, state, local, and district regulations and policies for bus operations, student management, and discipline.
12. Drive safely and courteously, complying with all traffic laws, railroad crossing rules, and safety procedures during student loading, unloading, and street crossings.

13. Maintain established routes and schedules, picking up and dropping off students at designated locations on time.
14. Read maps, follow written/verbal directions, and adjust to route changes as needed.
15. Maintain knowledge of first-aid procedures and perform emergency actions when required.
16. Perform basic vehicle cleaning and assist with daily upkeep of buses.
17. Make recommendations for transportation or safety improvements.
18. Provide coverage and support in the transportation office as assigned.
19. Maintain accurate and timely written records, reports, and inspection logs.
20. Use district technology systems to complete required work and documentation.
21. Attend all required safety, refresher, and compliance training as mandated by the district, the Illinois State Board of Education, and state law.
22. Maintain a safe and orderly work environment in accordance with district policies.
23. Perform additional duties as assigned by the Transportation Director.

Physical Demands: bending, stooping, twisting, reaching, standing for prolonged period of times, walking, exerts 125 pounds of force frequently to lift, manual dexterity to operate service related equipment, grasping, repetitive motions, talking, and hearing and visual acuity, ability to read and write, ability to speak and understand the English language. Work is performed indoors and out.

Environment Conditions: outside, inside, slippery surfaces, chemical exposure biological exposure, working around moving objects or vehicles, and working alone.

TERMS OF EMPLOYMENT: This is a 12-month position. The salary will be established annually by the Board of Education. Work hours will be determined by school days and anytime district vehicles are transporting students. Position constitutes an employee at will of the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy and Evaluation of Support Services Personnel by the Superintendent.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time during the employee's employment with the District.

Name: _____

Date: _____