

**MADISON LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Title:</b>	<b>Head Bus Mechanic</b>
<b>Reports To:</b>	Transportation Supervisor
<b>Status:</b>	FLSA Classified; (Section 3319.081 – ORC)
<b>General Description:</b>	Provide and maintain a safe and reliable bus and vehicle fleet to support student transportation and District operations.
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. High school diploma or equivalent.</li> <li>2. ASE (Automotive Service Excellence) certification preferred.</li> <li>3. Two years experience in medium diesel engine and gas engine repair, or other mechanical experience.</li> <li>4. Possess and maintain a Commercial Driver’s License including all endorsements and state requirements to transport students.</li> <li>5. Possess or be able to obtain licenses necessary to drive all vehicles on which the mechanic must work.</li> <li>6. Knowledge of Ohio Department of Education/Ohio Highway patrol regulations related to student transportation.</li> <li>7. Proficient in computer skills and knowledge of applications necessary to access timely and relevant information and able to disseminate same.</li> <li>8. Proficient in record keeping of all repairs and maintenance costs.</li> <li>9. Proficient in district purchasing practices.</li> <li>10. All other requirements as specified by state or federal law or Ohio Administrative or Revised Code.</li> <li>11. Good attendance record.</li> <li>12. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to operate tools and equipment needed in all repairs of school district vehicles including but not limited to basic tools, drills, presses, grinders, reamers and brake relining machines, welder, etc.</li> <li>2. Able to routinely lift/carry vehicle parts, equipment and supplies weighing up to 50 lbs. and occasionally lift/carry equipment and supplies weighing up to 75 lbs.</li> <li>3. Must wear appropriate safety equipment, including mask, respirator, safety glasses and/or goggles, ear protectors, protective hat, gloves, coveralls, etc. as required.</li> <li>4. Able to access all areas of the transportation center, school buses, district vehicles, appropriate classroom, and office areas of District facilities.</li> <li>5. Effective communication and interpersonal skills.</li> <li>6. Able to work successfully with students, parents, teachers, administrators, and the community.</li> <li>7. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>8. Able to interact well with other people, but also able to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions*):</b>	
<ol style="list-style-type: none"> <li>1. Assist with the safe and efficient transportation of students in accordance with District policies and administrative guidelines, Ohio Pupil Transportation Operation and Safety Rules, and the provisions of State and Federal law.</li> <li>2. * Inspect and repair buses, trucks and other vehicles and mechanical equipment of the District.</li> </ol>	

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3. \* Diagnose mechanical problems and make repairs such as but not limited to: engine systems, drive train, air/hydraulic brake repair including turning rotors, rebuilding calipers, discs and drums. Repair or replace such mechanical components, including but not limited to, fuel injectors, fuel pumps, cooling systems, electrical systems, hydraulic systems, charging systems, starting systems, tire and wheel systems, etc.
4. \* Perform all necessary repairs and maintenance to prepare the fleet for the annual Ohio Highway Patrol School Bus Inspections.
5. \* Maintain a schedule of preventative bus and vehicle maintenance such as changing oil, changing filters, lubrications, or any other items that need replacing or performed at regular intervals.
6. Maintain an accurate and secure inventory of parts and supplies.
7. Order parts and supplies in a timely and cost-effective manner.
8. \* Maintain accurate records of all repairs and maintenance and prepare reports and repair orders as required in a timely manner.
9. Keep all areas of the garage clean, orderly, and free of hazardous conditions.
10. Maintain all tools and equipment shelved, racked or stored as appropriate when not in use.
11. \* Supervise record keeping for all bus and vehicle repairs and provide timely notification of vehicle damage, malfunction, service status, and major repair needs.
12. \* Make emergency road calls to repair vehicles or arrange for vehicles to be towed and serve on call for emergency breakdown of district vehicles on evenings and weekends.
13. \* Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
14. Plow snow and spread snow melting materials as needed during the winter months.
15. Serve as a substitute bus driver if needed due to regular driver absenteeism (see bus driver bus description for detail).
16. Meet the professional expectations of attendance, suitable attire and decorum, participation in Transportation/District meetings/functions, and support of District initiatives.
17. Respond to specific requests from the Supervisor on matters affecting the transportation program and District operations.

**Other Professional Expectations:**

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible human beings.
2. Keep up to date and knowledgeable of transportation and safety-related matters, diesel and gas engine mechanics, and District issues.
3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee’s professional responsibilities.
4. Perform other job functions as assigned.

**Additional Working Conditions:**

1. Occasional travel and/or evening/weekend work.
2. Occasional exposure to blood, bodily fluids, and tissue.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

**The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee’s work performance or the safety of others while on duty.**

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**I have received and read this job description and fully understand the requirements set forth therein.**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

**The Madison Local School District is an equal opportunity employer.**