



Job Title: Bus & Vehicle Support Technician
Department: Transportation
Reports To: School Transportation Administrators
FLSA Status: Non Exempt
Salary Schedule: MN lane 01

SUMMARY

Under direction of the School Transportation Administrators and Lead Mechanic, the Bus & Vehicle Support Technician is primarily responsible for cleaning the interiors and exteriors of school buses and retrieving vehicles for the mechanics.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

- Retrieves and shuttles district vehicles for the mechanics.
- Cleans interior & exterior of the buses including mirrors and windows.
- Deodorizes interior of vehicle.
- Cleans windows with water, cleansing compounds, brushes and clothes.
- Stocks wash bay to be ready for use at all times.
- Removes dust, grease, and oil from the exterior surfaces of the buses.
- Operates power washer using safety equipment wearing proper clothing.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.

Must be 21 years of age or older to drive district vehicles.

Must be able to run a power washer.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. 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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain a valid Utah Commercial Driver's License.

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 reach with hands and arms, and use fingers and handles to handle. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, outside weather conditions, and vibration. The noise level in the work environment is usually loud.

Prepared By: Transportation Department	Date: 12/14/2007
Approved By: Executive Director, Human Resources	Date: 12/18/2007

<input checked="" type="checkbox"/> Review <input type="checkbox"/> Revised	By: School Transportation Administrator	Date: 12/3/2015
<input checked="" type="checkbox"/> Review <input type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 12/7/2015
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Assistant Director	Date: 12/9/2020
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	