

# Franklin County Community School Corporation

<b>Job Title</b>	<b>Vehicle Maintenance Worker</b>			
<b>Position Type</b>	<input checked="" type="checkbox"/> full time <input type="checkbox"/> part time	<input type="checkbox"/> certified <input checked="" type="checkbox"/> non-certified	180 days <input type="checkbox"/> 185 days <input type="checkbox"/> 190 days <input type="checkbox"/> 195 days <input type="checkbox"/> 210 days	<input type="checkbox"/> 220 days <input type="checkbox"/> 230 days <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> as needed

**Job Purpose:** The purpose of the Vehicle Maintenance Worker is to ensure the safety of the Corporation-owned school bus fleet by providing for the cleanliness, maintenance and repair of school buses and special purpose buses. The Vehicle Maintenance Worker shall also provide for the maintenance and repair of the entire fleet of Corporation vehicles, including vans, trucks, and mowing equipment.

**Duties:**

1. Follow all established rules, practices, and procedures as outlined in the Corporation policies, including the Administrative Handbook, School Bus Drivers' Handbook, and Student/Parent Handbook.
2. Maintain a cooperative working relationship with bus drivers and other Corporation personnel.
3. Maintain a schedule of monthly inspections of all buses to ensure safety of operation and document such inspections.
4. Perform preventative maintenance/servicing on all vehicles in the fleet, such as oil changes, fluid changes, etc. and prepare and maintain records of such work.
5. Respond promptly to driver reports of operational issues and evaluate, diagnose, and repair problems.
6. Arrange for more complicated issues to be resolved by a private repair facility and act as the Corporation liaison with the facility.
7. Perform basic repair and maintenance of Corporation-owned electronic equipment, including two-way radios and video recording equipment, including resetting of cameras, replacing radio antennas, etc.
8. Arrange for more complicated issues to be resolved by a private repair facility and act as the Corporation liaison with the facility.
9. Inspect buses to ensure they meet State and Federal standards.
10. Prepare Corporation-owned school buses for annual inspection.
11. Assist the Director of Transportation with the specifications and selection of new school buses.
12. Maintain the fleet maintenance facility in a neat, clean, and orderly fashion, keeping accurate inventory records of parts, equipment, consumables, and materials.
13. Respond to emergency situations such as vehicle breakdowns and make on-site repairs when possible.
14. Act as a substitute school bus driver, as needed and directed by the Director of Transportation.
15. Uses available resources from vendors, websites, trade publications, etc. to stay current on issues related to the above described duties.
16. Attend and participate in training programs as assigned.
17. Other duties as may be assigned by the Director of Transportation or the Superintendent of Schools.

**Skills/Qualifications:**

1. Shall possess at least a high school diploma or equivalent. Formal training in a vocational or technical setting preferred.
2. Shall possess thorough knowledge of school bus and vehicle maintenance methods, equipment, techniques, terminology, and tools of the trade.
3. Shall be familiar with school bus mechanical, electrical, chassis, brake, transmission, carburetor, pollution control, and other equipment and components.
4. Shall have an excellent driving record and shall meet all the standards set forth in the job description for a school bus driver, including holding a valid Class A or Class B CDL with Passenger and School Bus Endorsements and School Bus Driver Standard Certificate.

5. Shall possess the physical agility to push/pull, squat, twist, turn, stand in one location for long periods of time, lift up to 125 pounds.
6. Shall be punctual and dependable in work attendance.
7. Shall possess the ability to work cooperatively with others, but also the ability to work independently with minimal supervision.
8. Must provide a basic set of tools and a pair of steel-toed boots/shoes.

<b>Evaluated by</b>	<b>Director of Transportation</b>
	<b>The employee shall be evaluated annually.</b>