

**BELPRE CITY SCHOOLS**  
**Job Description**

**BUS MECHANIC**

**A. Qualifications**

The mechanic shall:

1. Meet all personnel qualifications and physical qualifications pursuant to 3301-83-06 and 3301-83-07 of the Ohio Pupil Transportation Operation and Safety Rules.

**B. Responsibilities**

The bus mechanic shall be directly responsible to the Director of Business Affairs.

**C. Specific Duties**

1. Is responsible for the safe, efficient and orderly operation of the school bus in accordance with the local Board of Education Policy and the Ohio Pupil Transportation Operation and Safety Rules (3301-83-02 through 3301-83-20).
2. Operates in accordance with all Board of Education Policy and Procedures.
3. Realizes the important link between the public and the school district inherent in the position and conducts themselves in a manner that promotes good public relations for the district.
4. Follows the chain of command and procedures established by the district reporting matters, concerns and/or problems.
5. Takes/makes no unauthorized trips, stops and/or riders.
6. Keeps accurate, up-to-date list of all riders through the orderly arrangement of "Bus Riders Permission Forms".
7. Makes inspection of any reports coming from bus drivers indicating something potentially wrong with the bus. Communicate by following through with driver as to disposition of his report.

8. Keeps an accurate monthly record of all oil, repairs, fuel, lubricants, parts, and miles for each bus. Submits a yearly report on total operational costs associated with transportation to the Superintendent.
9. Prepares all requisitions for supplies associated with district transportation.
10. Schedules “extra” trips with drivers.
11. Maintains all board owned vehicles.
12. Prepares all vehicles for the annual state inspection.
13. Practices effective routine and preventative maintenance of all board owned vehicles.
14. Transports drivers as needed for drug testing.

**D. Length of contract: 260 days**

**E. Evaluation**

Performance of this job to be evaluated annually by the Superintendent.

**Board adopted 4/20/09**