

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **SEASONAL BUS MAINTENANCE**

SUPERVISOR: Transportation Supervisor

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. Valid Kansas CDL with required endorsements and Bus Driver's license.
2. Must be able to work in a hot and wet environment.
3. Must be able to operate heavy equipment such as jacks and lifts.
4. Must be able to work 32 hours per week
5. Must be able to work well with co-workers and mechanic
6. Must be responsible, punctual, dependable

ESSENTIAL FUNCTIONS:

1. Wash and clean the outside and inside of all district fleet (buses and cars).
2. Wax all district fleet (buses and cars).
3. Detail all buses (wax the floor, clean all windows, paint all wheels and bumpers).
4. Repair any torn seats.
5. Replace any safety stickers.
6. Report any damage to the Transportation Supervisor.
7. Perform other duties as assigned by the Transportation Supervisor.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires prolonged sitting.
2. Requires turning and reaching.
3. Requires driving skills, including the ability to operate vehicle at night.
4. Must work indoors and outdoors during the school year.
5. Must work in noisy, crowded, stressful environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.
7. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013