

**Warrenton-Hammond School District  
Job Description**

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**Job Title:** Bus Maintenance  
**Reports To:** Director of Transportation

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**JOB SUMMARY**

This position is responsible for maintaining all District vehicles ensuring safe and effective operation and works a 24/7 on call basis.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
  2. Maintains thorough working knowledge of all laws, procedures and regulations governing school bus drivers and student transportation.
  3. Tracks mileage and service history for all buses.
  4. Responds to after hours calls/emergencies.
  5. Performs routine maintenance on vehicles/buses and determines when and what kind of maintenance is needed.
  6. Meet with technicians, vendors and repair shops to coordinate and oversee contracted projects/repairs on all District vehicles/buses.
  7. Performs minor repairs and adjustments (oil changes, light changes, sticker replacement, wiring etc.) to vehicles.
  8. Performs safety inspections and writes reports.
  9. Ensures all buses meet and are in compliance with all state and federal regulations.
  10. Schedules buses for field trips.
  11. Maintains the bus garage including organization, disposal of waste fluids (oil, anti-freeze etc.), and ordering and inventory of supplies for vehicles and buses (i.e., fuel, parts, oil, paper towels, cleaners, etc.).
  12. Ensures that assigned buses are clean, fuel and oil are replenished and that buses are in good repair, proper working order and ready for routes.
  13. Fills out appropriate log(s), forms and paperwork, as required.
  14. Completes all required reports on a timely basis.
  15. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
  16. Professionally represents the school and the District in interactions with parents, community, staff, and students.
  17. Reports safety, sanitary and fire hazards immediately to supervisor.
  18. Maintains appropriate certifications and training hours, as required.
  19. Attends work regularly and is punctual.
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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends staff meetings.
2. Attends in-service trainings.
3. Reports accidents, road and other hazards, as necessary.
4. Substitutes for other drivers, as needed.

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### SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### 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.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) or equivalent combination of education and experience. At least one year full-time experience trouble shooting or maintaining vehicles. Previous experience maintaining and repairing vehicles or buses preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to remain calm and professional in an environment with frequent interruptions.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, decimals, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to interpret a variety of instructions furnished in written, oral, schedule or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to deal with problems involving a variety of concrete variables in situations with limited standardization.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software, spreadsheets and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, vendors and members of the community. Ability to be available on a 24/7 basis for

repairs. Ability to prioritize work tasks and exercise good judgment while working independently in a dynamic environment.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Class B Commercial Driver's License (CDL) w/ passenger endorsement and school bus endorsement, State School Bus Driver's certificates/licenses, airbrake certificate, state certification for bus mechanics, a good driving record and the ability to obtain a valid First Aid/CPR card.

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### 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 talk or hear. The employee is frequently required to walk; sit; stand; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb/balance or perform work in high precarious places. The employee must regularly lift and/or move up to 25 pounds, frequently up to 50 pounds and occasionally up to 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to demonstrate strength and dexterity to operate tools and equipment used for repairs.

### 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.

The work environment is a school bus/vehicle shop setting. The noise level in the work environment is usually moderate, but occasionally high. While performing the duties of this job, the employee is regularly exposed to outdoor weather and wet or humid conditions, work in high precarious places, moving mechanical parts, fumes and airborne particles, toxic or caustic chemicals, vibration, and risk of electrical shock. The employee may be exposed to bloodborne pathogens.

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### OTHER

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| <p><b>Note:</b> This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p> |
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I have read and understand this job description.

**Signature:**

**Date:**

