

**South Tippah School District  
Bus Mechanic  
Job Description**

**Qualifications:**

- High School Diploma (Preferred)
- A satisfactory driving record with valid Commercial Driver's License, Class B with "P" and "S" endorsement
- Be willing and capable of getting necessary training as it relates to changing technology that relates to school bus transportation
- Work related experience preferred

**Reports to:**

Shop Foreman

**Job Goal:**

To keep district vehicles, especially its buses, in a state of operating excellence that said vehicles present no problems to or interference with the district's educational program.

**Performance Responsibilities:**

1. Assist in diagnosing and repairing district transportation vehicles
2. Assist in maintaining a current inventory of supplies and equipment to keep delays to a minimum
3. Assumes responsibility for ensuring an effective system of routine maintenance and preventive care
4. Assumes responsibility for high standards of safety and good housekeeping methods in all work-related areas
5. Maintains an active, positive, and professional relationship with the staff
6. Any other duties deemed necessary by the Shop Foreman or Transportation Director

**Terms of Employment:**

Salary and work year are determined with the School Board.

**Evaluation:**

Shop Foreman – Performance of this job will be evaluated based on the job description and in accordance with provisions of the School Boards policy on Evaluation of Support Services Personnel.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed to by: \_\_\_\_\_

Date: \_\_\_\_\_