

**South Tippah School District
Shop Manager for Bus Shop
Job Description**

Qualifications:

High School Diploma

A satisfactory driving record with valid Commercial Driver's License, Class B with a "P" and "S" endorsement

Ability to manage office and communicate with drivers, mechanics, and other stake holders

Organizational Skills

Motor Vehicle Inspection

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:

Transportation Director

Job Goal:

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

Performance Responsibilities:

1. To assist the Transportation Director in his/her duties as needed
2. Advises the Superintendent and Transportation Director for decision on school closing during inclement weather
3. Maintains all district-owned equipment and develops plans for preventive maintenance
4. Maintains cameras on busses to make sure cameras work as needed
5. Maintain file on each district bus to keep a good, accurate record of work needed on busses, as well as, recording work done on busses
6. Motor Vehicle Inspector for the district
7. File necessary records and answer phone
8. Log calls to assist with maintenance, as well as, other student related issues
9. Occasional substituting when in an emergency situation
10. Assist with light maintenance including but not limited to helping wash busses, etc.
11. Order and stock parts, tires, antifreeze, oil, fuel, supplies, etc. for bus shop
12. Take calls from drivers about issues with busses and work with mechanics to see work gets done

Terms of Employment:

Salary and work year determined by the Board

Evaluation:

Performance in this position will be evaluated annually, by the Transportation Director in accordance with provisions of the Board's policies on evaluation.

Approved by: _____

Date: _____

Agreed to by: _____

Date: _____