

**BUS MECHANICS  
ASSIGNMENTS AND RESPONSIBILITIES**

General Job Description

The automotive mechanic will be responsible for the proper maintenance of all support vehicles including buses, pick-ups, and automobiles owned by the district. Furthermore, the mechanic's duties will include the following: record keeping, ordering parts/equipment; or, in the absence of the director, the mechanic may be required to schedule trips and drive a school bus when regular drivers are not available. In the absence of the transportation director, the mechanic will have such authority and responsibility as would be appropriate to the director and the mechanic will consult with the superintendent concerning matters of policy.

Working Hours

Since the maintenance and continued operation of the school buses is the overriding concern of the department, it is essential that the mechanic have regularly scheduled working hours. School buses are generally available for maintenance between the hours of 8:30 a.m. and 2:30 p.m. during the work week. Thus, it is necessary that the mechanic's concentrated working hours encompass these times and most of the regular daily bus route schedule.

The director of transportation shall set the working hours of the mechanic and any agents assigned to him. These hours will be subject to change in the event of an emergency and will fall between the hours of 7:00 a.m. and 5:00 p.m., not exceeding 8 hours per day. Two scheduled breaks and a lunch period will be included.

Ordering Parts/Equipment

The mechanic shall have the authority to order necessary parts and equipment as the need arises up to the amount of \$100.00; such ordering shall include any single part or combination of parts. For any amount exceeding \$100.00 the mechanic shall secure authorization from the director; school board approval shall follow as per policy and procedures when it is appropriate.

Conduct

As an employee of Perry Public Schools the mechanic's primary responsibility is the repair and maintenance of school buses. However, this fact does not override the fundamental responsibility of the department. Thus, all lawful requests for transportation, assistance, or support shall be honored upon demand in as much as it may be physically and morally possible to render the service.

Evaluation

The mechanic shall be evaluated twice during the first year of employment and once each year thereafter.

Termination

Termination shall be contingent upon the failure of the employee to fulfill the job description requirements or for any violation warranting such action as set forth in the policy and procedures handbook. State law will be adhered to with regard to termination or nonrenewal.