

Job Title: Shop Assistant

Reports to: Transportation Supervisor and Shop Foreman

Qualifications:

1. The individual should be 21 years of age and possess a State of Alabama Drivers License.
2. The individual should possess a Commercial Drivers License with a passenger endorsement and be a graduate of the State Department of Education Pupil Transportation Bus School (12 hours) or obtain within 3 months of assuming position.
3. The individual should demonstrate aptitude or competency for assigned responsibilities.
4. The individual must agree to random drug and alcohol testing as prescribed by the State Department of Transportation.
5. Such alternative to the above qualifications as the Board of Education may find appropriate and acceptable.

Performance Responsibilities:

1. Drives regular school bus route when assigned driver is unable to drive.
2. Delivers relief buses to schools for regular route bus and returns regular buses after repairs are accomplished.
3. Services buses by checking/adding oil, fuel, and tire pressure, cleaning and repairing seats and interior, and washing outside of buses.
4. Ensures required equipment and forms are on relief buses.
5. Assists mechanics with repairs in shop or in field as assigned by Transportation Supervisor or Shop Foreman.
6. Assists with the up-keep and maintenance of the building including sweeping, mopping, dusting, cleaning restrooms and other related tasks as directed by the Transportation

Supervisor or Shop Foreman.

7. Accomplishes any other non-technical task assigned.
8. Maintains personal dress and appearance in a professional manner.
9. Attends 4-hour State Department of Transportation's re-certification class annually.
10. Be regular and punctual in attendance.
11. Performs all duties in a manner that promotes good public relations.
12. Maintains confidentiality of any school system related business.
13. Develops and maintains proper and professional relationship with students and other employees.
14. Performs other job-related tasks that may be reasonably assigned.

Terms of Employment: 12 months a year. 240 days. Salary to be determined by correct salary schedule.