

SCHOOL DISTRICT OF ALACHUA COUNTY

ATTENDANT -- BUS SERVICE

JOB DESCRIPTION

FLSA:	Non-Exempt	BARGAINING UNIT ELIGIBILITY:	Yes
PAY GRADE:	23	SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of three (3) years successful auto or bus experience.
- (3) Valid Florida driver's license, must obtain a Class A Commercial Driver's License (CDL) within 90 days of employment in this position.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to perform basic tasks in the field of vehicle and facility maintenance. Ability to fuel, lubricate, and drive fleet vehicles as required. Ability to learn related material and skills via on-the-job training. Knowledge of general vehicle maintenance principles. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with schools, departments, vendors, and fellow employees. Ability to operate a motor vehicle.

REPORTS TO:

Manager – Transportation Maintenance

JOB GOAL

To perform efficient and effective basic vehicle maintenance for the Transportation Department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Fuel and lubricate vehicles; assist in inspecting vehicles; perform general cleaning and vehicle cleaning; provide assistance in the parts and bus compound areas.
- *(2) Perform minor maintenance activities (change light bulbs, tires, etc.) of buses and other "white fleet" vehicles.
- *(3) Wash, clean, and wax buses and other "white fleet" vehicles as assigned.
- *(4) Drive buses and other vehicles as assigned.
- *(5) Check fluids and tires of vehicles when they are fueled.
- *(6) Measure (or stick) fuel tanks and take readings from fuel dispensers on a daily basis and report measurements and readings to appropriate personnel.
- *(7) Perform and assists in road service calls.
- *(8) Perform tire repair work on all buses and vehicles.
- *(9) Perform seat repair work on all buses and vehicles.
- *(10) Maintain tools and equipment in a safe condition and in good working order.
- *(11) Maintain work area, common areas, and grounds at each compound and at the main yard.

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- *(12) Clean and maintain all School Board property as assigned.
- *(13) Strictly follow and adhere to all applicable safety practice.
- *(14) Communicate, assist, and effectively work with vendors, supervisors, fellow workers, and other contact persons using tact and good judgment.
- *(15) Organize and park buses in assigned spots on compounds and on the main yard.
- *(16) Assist any and all Transportation Department personnel, as assigned.
- *(17) Maintain and operate vehicle wash equipment and pressure washers
- *(18) Collect and replace video tapes, as assigned.
- *(19) Maintain daily vehicle logs.
- *(20) Attend all staff meetings and workshops.
- *(21) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(22) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(23) Demonstrates initiative in the performance of assigned responsibilities.
- *(24) Demonstrates initiative in identifying potential problems or opportunities for improvement. Keeps supervisor informed of potential problems or unusual events.
- *(25) Demonstrate support for the School District and its goals and priorities.
- *(26) Develops and maintains expertise in assigned area to fulfill project goals and objectives.
- *(27) Exhibits interpersonal skills to work as an effective team member.
- *(28) Follows attendance, punctuality, and proper dress rules.
- *(29) Maintains confidentiality regarding school/workplace matters.
- *(30) Maintains expertise in assigned area.
- *(31) Manage time efficiently.
- *(32) Models and maintains high ethical standards.
- *(33) Participates in cross-training activities as required.
- *(34) Participates successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(35) Prepares all required reports and maintain updated and accurate records.
- *(36) Represent the District in a positive and professional manner.
- *(37) Respond to inquiries and concerns in a timely manner.
- (38) Performs other related work as assigned.
- *(39) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Ability to work under varied climatic conditions; to distinguish colors; and to read, write, and print legibly.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 05

Adopted 8/2/11