**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE**: Bus Shop/Bus Shop Attendant

**TITLE OF SUPERVISOR**: Director of Transportation and Bus Shop Supervisor

**GENERAL RESP** **SALARY**: Salary is reflective of the Neshoba County School District salary schedule.

**QUALIFICATIONS:** High school diploma or General Education Diploma (GED) or equivalent combination of education and experience. At least one-year full-time experience trouble shooting or maintaining vehicles. Previous experience maintaining and repairing vehicles or buses preferred. Valid Mississippi Class B, Commercial Driver License with a "P" and “S” endorsement. A satisfactory driving record. A satisfactory work record.

**Duties and responsibilities:**

***Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.***

1. Follows and maintains knowledge of all District policy and procedures.
2. Maintains thorough working knowledge of all laws, procedures and regulations governing school bus drivers and student transportation.
3. Cleans, fuels, and provides general upkeep of buses.
4. Tracks mileage and service history for all buses.
5. Responds to after-hours calls/emergencies.
6. Performs routine maintenance on vehicles/buses and determines when and what kind of maintenance is needed.
7. Meet with technicians to coordinate and oversee contracted projects/repairs on all district vehicles/buses.
8. Performs minor repairs and adjustments (oil changes, light changes, sticker replacement, wiring etc.) to vehicles.
9. Performs safety inspections and writes reports.
10. Ensures all buses meet and are in compliance with all state and federal regulations.
11. Schedules buses for field trips.
12. Maintains the bus garage including organization, disposal of waste fluids (oil, anti-freeze etc.), and ordering and inventory of supplies for vehicles and buses (i.e., fuel, parts, oil, paper towels, cleaners, etc.).
13. Ensures that assigned buses are clean, fuel and oil are replenished and that buses are in good repair, proper working order and ready for routes.
14. Fills out appropriate log(s), forms and paperwork, as required.
15. Completes all required reports on a timely basis.
16. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
17. Professionally represents the school and the District in interactions with parents, community, staff, and students.
18. Reports safety, sanitary and fire hazards immediately to supervisor.
19. Attends work regularly and is punctual.
20. Drives any bus routes that may be required as assigned by supervisor.