

**Qualifications:**

- High School Diploma or equivalent.
- Appropriate NC drivers license for the weight and type of vehicles operated as required by the Department of Motor Vehicles
- Some experience and training with vehicle operations, maintenance and repair is preferred.

**Nature of Work:**

This position performs semi-skilled duties in the operation, repair and maintenance of the vehicles in the school transportation program. Manuals are provided as resource guides for new assignments while other tasks are performed based on experience. Minor problems may be resolved; most other are referred to a supervisor. Errors may be quickly revealed or may be located only by involvement of others. Most errors may be easily remedied and not costly.

**Knowledge, Skills, and Abilities:**

- Working knowledge of vehicle operation and maintenance.
- Skill to perform manual tasks associated with engine maintenance, tire replacement, fuel dispensing, washing vehicles, etc.
- Skill in operating various machines in repairing vehicles.
- Ability to locate problems.
- Ability to physically perform minor repairs.
- Ability to follow oral and written instructions.

**Essential Job Functions:**

- Fills fuel tanks on school buses and school-owned vehicles.
- Lubricates moving parts of vehicle chassis.
- Checks, adds and replaces brake and steering fluids.
- Installs air and oil filters.
- Replaces wiper blades and fan belts.
- Rotates, replaces and repairs tires.
- Replaces brake linings.
- Cleans, adjusts and changes spark plugs.
- Drains and cleans radiators.
- Inspects exterior and interior of vehicles for defects.
- Removes minor dents.
- Paints buses and vehicles with spray equipment.

- Tests headlight alignment and makes necessary adjustments.
- Cleans carburetors, ignition systems, and electrical components.
- Tests and replaces batteries as needed.
- Checks and repairs doors and lifts.
- Repairs seat belts.
- Repairs broken windows.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_