

JOB TITLE	DEPARTMENT	REPORTS TO
Certified School Bus Technician	Transportation	Garage Foreman

Position No: 78024	Length of Work Year: 12 Months
Salary Schedule: CWE	Date Approved: 08/26/97
FSLA: Non-exempt	Date Revised: 06/24/03; 06/01/23; 10/6/25

JOB GOAL
To inspect and service school buses and ensure maximum safety of students and employees.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent preferred.
2. Hold a valid Florida Commercial Driver's License (CDL).
3. Five (5) years experience driving.
4. Demonstrate capability of leadership; instructional supervision of others.
5. Have a minimum of five (5) certifications for medium and heavy duty mechanic by passing mechanic certification tests: T1-T8 and/or S1-S7 school bus tests from Educational Testing Service (ASE Certification). Only one certification of the same title can count towards the combined total.
6. Demonstrate capability of overhauling engines, transmissions, and differentials.
7. Be able to operate diagnostic equipment.
8. Minimum of five (5) years journeyman experience as a mechanic in medium/heavy duty truck or school bus repair.
9. Certification as a certified school bus inspector.
10. Physically capable of performing duties as determined by an examination by a Board approved physician.
11. Ability to perform functions of the position.

* Movement to this salary schedule requires the following certificates submitted with the appropriate form (PER0083.2) within the required timelines: T1-T8 and/or S1-S7 school bus tests from Educational Testing Service (ASE Certification). Only one certification of the same title can count towards the combined total. Eligibility to continue on this salary schedule requires the Certified School Bus Technician maintain current certification.

DUTIES AND RESPONSIBILITIES

1. To make regular inspections and service of school buses as often as it is required in order to ensure a minimum of road failures and maximum safety and economy of operation.
2. To make repairs and replacements of parts as necessary.
3. To accept the fact that emergencies may require overtime hours of labor and to cooperate willingly and efficiently in such emergencies in order to provide adequate service and the greatest safeguard to transported pupils.
4. To attend and successfully complete in-service training courses when assigned and to maintain certification by meeting all recertification requirements.
5. To be alert to possibilities for improvement in his own work and in transportation in general, and to inform supervisors of feasible procedures or practices which would improve the service.
6. To willingly assist and instruct other mechanics in the performance of their duties.
7. To assume responsibility for coordinating work of others in the temporary absence of garage foreman, as assigned.
8. To perform assigned tasks in a timely and efficient manner.
9. To perform assigned tasks with a high standard of quality.
10. To perform other duties as directed by a supervisor.

PHYSICAL DEMAND CLASS:

Heavy (H) - Frequent lifting and carrying of objects weighing 25-50 pounds. Infrequent lifting and carrying of objects weighing 51-100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.