
TITLE: BUS GARAGE ATTENDANT

QUALIFICATIONS:

1. The minimum requirements for a driver's license must have a valid NJ Class B commercial drivers license with air brake endorsement, passengers endorsement with a mechanics restriction
2. Some knowledge of store keeping and inventory methods
3. Some knowledge of automotive maintenance
4. Some knowledge of clerical procedures
5. Knowledge of the safety precautions, standards, and laws pertaining to petroleum product storage and distribution
6. Ability to perform routine clerical work
7. Ability to make elementary calculations
8. Ability to perform manual work
9. Ability to understand and follow oral and written instructions
10. Ability to serve customers in a pleasant and courteous manner
11. Must be able to assist in maintaining efficient work and maintenance schedule
12. Must have the ability to be flexible in the work schedule for shift coverage
13. Must be able to work with oil, grease, fuel, cleaners, soaps and other vehicle fluids on a daily basis
14. Must be able to work outside in the weather to maintain and repair district vehicles
15. Must be able to sit, bend, stand and perform repetitive motions for long periods of time to repair, fuel or clean vehicles
16. Must be able to lift and carry vehicle components of seventy-five (75) pounds.
17. Ability to maintain a positive work environment
18. Must be able to speak, read and write in English. Shall have strong interpersonal and communications skills. Must be able to understand, remember, and carry out all oral and written directions given by district employees and district administration
19. Required criminal history background check and proof of US citizenship or legal resident alien status

REPORTS TO: Shift Foreman, Director of Transportation, Superintendent and or his/her designee

JOB GOAL: To provide a safe and reliable fleet of vehicles to provide for the safe transportation of students.

BUS GARAGE ATTENDANT (Continued)

PERFORMANCE RESPONSIBILITIES:

1. Report to the director ready and in uniform at the start of your shift and after the completion of your assigned job.
2. Shall perform all duties in the most efficient manner possible and cooperate with all district employees and all co-workers in the interest of the school district.
3. Operates a maintenance unit service station.
4. Inspects vehicles for preventive maintenance and current safety stickers.
5. Checks fluid levels and prepares issue tickets.
6. Maintains records of issuance and inventory.
7. Receives bulk fuel issues.
8. Initiates requisitions as required.
9. Posts mileage for vehicles that receive preventive maintenance.
10. Maintains preventive maintenance records.
11. Operates and maintains an automotive wash system.
12. Records the number of vehicles washed.
13. Performs related work as required.
14. Must be clean and neat in appearance at all times and wear the uniforms supplied by the Board of Education.
15. Perform any other tasks assigned by the Shift Foreman, Director of Transportation or district administration.
16. Perform any other tasks assigned by the, Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Employed on a 12 Month basis

Adopted by: Toms River Regional Schools

Date: 3/16/2016

Revision: 8/8/2019