

School Bus Maintenance

Duties and Responsibilities of Transportation Supervisor

The bus shop, buses, drivers and assistants are under the supervision of the transportation supervisor. Supervisory responsibilities cover any areas that deal with the safe and efficient operation of the transportation system.

The transportation supervisor shall be responsible to the district superintendent and/or to the superintendent's designee.

The transportation supervisor shall:

1. Insure that the shop is kept neat and clean;
2. Insure that tools are available to do the major portion of all mechanic work in the district bus shop;
3. Insure that necessary equipment is available to carry out vehicle service and repair, including but not limited to: tune-ups, brake repair, valve facings, welding, tire repair, motor repair and some body repair;
4. Be responsible for the inventory of all tools and shop equipment;
5. Practice preventive maintenance by repairing symptoms of mechanical trouble at once;
6. Insure that buses have regular oil changes and that records are kept of same;
7. Establish a route map and keep it current as changes occur;
8. Conduct a routine maintenance check each time a bus is lubricated;
9. Insure that standby buses are kept in good repair and rotated with buses on regular routes so that regular route buses can be routinely serviced;
10. Systematically inspect each bus during the summer months and correct every noted deficiency. The primary goal of the systematic inspection and correction program is to have each bus in top mechanical condition when school starts in the fall;
11. Maintain complete records on each bus showing amounts of gasoline and oil consumed, lubrication schedule, parts replaced, tires replaced, miles traveled, etc.;

12. Account for every gallon of gasoline pumped and insure that the gallonage is charged to the appropriate vehicle and/or department;
13. Supervise all shop employees and be responsible for maintaining, cleaning and keeping buses in proper condition to pass inspection at any time;
14. Interview and recommend prospective employees to the superintendent for employment;
15. Provide bus driver training through pre-service and in-service education programs as provided for in district policies, Oregon Revised Statutes and Oregon Administrative Rules;
16. Settle transportation complaints as directed by the superintendent;
17. Handle discipline problems as directed by the superintendent in accordance with district policies and procedures;
18. Evaluate bus drivers at least annually for safe operation of school buses. Evaluations may be conducted more frequently than annually if deemed necessary by the transportation supervisor or the superintendent. All evaluations shall be conducted in accordance with district policies;
19. Have the authority to suspend a driver at any time on a temporary basis if in the supervisor's opinion that driver is not physically, emotionally and/or mentally able to safely transport students;
20. Have the authority to recommend long term or permanent suspension of a driver to the superintendent, if the supervisor feels the driver's physical, emotional and/or mental condition will render that driver unfit for service until the condition is rectified.

NOTE: A driver suspended by the transportation supervisor or the superintendent under Sections 19 or 20 above may appeal the suspension through district disciplinary action policies.

Duties and Responsibilities of Bus Mechanic

The bus mechanic will be responsible to the transportation supervisor and/or to the district superintendent. The mechanic will carry out transportation related duties as outlined below or as directed by the transportation supervisor or the superintendent. Work year, work days and shift hours to be determined by the Board with salary per negotiated agreement.

The bus mechanic must:

1. Be able to qualify as licensed school bus driver, and be able to qualify, if deemed appropriate by the district, as a driver trainer and/or evaluator. The mechanic may also be required to serve as a route or activity bus driver;
2. Have professional experience in automobile and truck motor mechanics, both gas and diesel, and be able to efficiently and successfully:
 - a. Overhaul engines, transmissions and drive trains;

- b. Perform engine tune-ups;
 - c. Make brake repairs;
 - d. Make electrical repairs;
 - e. Do welding - both Arc and acetylene;
 - f. Make tire repairs;
 - g. Perform minor body repairs;
 - h. Replace worn body and engine parts;
 - i. Inspect, service and clean district vehicles.
3. Maintain a neat, clean and healthful working area and facilitate all vehicle mechanical repairs with the safety of student passengers and drivers foremost in mind;
 4. Maintain all buses in proper condition to pass any district, Oregon Department of Education and/or Oregon Department of Transportation inspection;
 5. Maintain all records required by the transportation supervisor, district and/or the state of Oregon;
 6. Furnish own hand tools and sockets up to ½” drive;
 7. Know and adhere to all district transportation policies and know and adhere to bus driving regulations as prescribed by the district, State Department of Education and/or the state of Oregon;
 8. Be responsible to the job related needs of drivers and other transportation personnel, be personable and be able to get along and work well with all district personnel;
 9. Be willing to participate in training programs designed to upgrade professional skills and/or to become familiar with new equipment and repair techniques;
 10. Maintain confidentiality concerning district personnel and student issues.

Duties and Responsibilities of Bus Maintenance Assistant

The bus maintenance assistant will be responsible to the transportation supervisor and/or the district superintendent. The maintenance assistant will carry out transportation related duties as outlined below or as directed by the transportation supervisor or the superintendent.

Work year, work days and shift hours to be determined by the Board with salary per negotiated agreement.

The bus maintenance assistant must:

1. Be able to qualify as a school bus driver and be able to qualify, if deemed appropriate by the district, as a driver trainer and/or evaluator. The maintenance assistant may also be required to serve as a route or activity bus driver;
2. Have experience in automobile and truck lubrication and maintenance or the equivalent, and be able to efficiently and successfully:

- a. Fuel, lubricate and service district owned vehicles;
 - b. Make minor electrical repairs;
 - c. Make minor body repairs;
 - d. Make tire repairs;
 - e. Regularly inspect, service and clean vehicles;
 - f. Complete required state and district vehicle inspections and documentation;
 - g. Recognize the need for major vehicle repairs and recommend such repairs for consideration by the transportation supervisor and the superintendent.
3. Maintain a neat, clean and healthful working area and facilitate all vehicle maintenance with the safety of student passengers and drivers foremost in mind;
 4. Monitor all buses to insure they are in proper condition to pass any district, Oregon Department of Education and/or Oregon Department of Transportation inspection;
 5. Maintain all records required by the transportation supervisor, school district and/or the state of Oregon;
 6. Know and adhere to all district transportation policies and know and adhere to bus driving regulations as prescribed by the district, State Department of Education and/or the state of Oregon;
 7. Be responsive to the job related needs of drivers and other transportation personnel, be personable and be able to get along and work well with all district personnel;
 8. Be willing to participate in training programs designed to upgrade skills and/or to become familiar with new equipment and maintenance techniques;
 9. Maintain confidentiality concerning district personnel and student issues.

END OF POLICY

Legal Reference(s):

[ORS 820.105](#)

[ORS 820.120](#)

[OAR 581-53-008](#)

[OAR 581-53-512 to -550](#)

Education of the Handicapped Act of 1975, as amended, 20 U.S.C., sections 1400- 1427, (West 1988), as amended and renamed Individuals with Disabilities Education Act, P.L. 101-476, 104 Stat 1103 (1990) [P.L. 94-142 is the well known “short” reference to this federal legislation.]

Rehabilitation Act of 1973, 29 U.S.C.A., Section 504 (West 1985)