

PRAIRIE SPIRIT SCHOOL DIVISION NO. 206

POSITION TITLE: **BUS TECHNICIAN**

Reports to: **Directly:** **Conveyance Manager**

General Description:

The Bus Technician is responsible for the repair, maintenance, and safe and efficient operation of the division fleet of vehicles.

Required Education, Knowledge, Qualifications and Experience:

- Grade 12 education.
- Have a Journeyperson Certificate in Truck and Transport or in Heavy Duty Repair; or be willing to obtain the Truck and Transport Certificate through an Apprenticeship program.
- Vehicle Safety Inspection Certificate.
- Experience in school bus or heavy equipment repair.
- Experience with gas, propane and diesel engines.
- Hold and maintain a valid "Class 1 – 5" driver's licence.

Required Skills and Abilities:

- Ability to work with minimal supervision.
- Skill in the use of required tools and equipment.
- Ability to work as a team player.
- Ability to display a positive work attitude.
- Ability to work cooperatively with garage personnel, bus drivers and the public.
- Skill in repair and maintenance of buses and light duty vehicles.
- Ability to do Heavy Work (exerting up to 100 lbs. of force occasionally and up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects)

Supervision of Staff:

This position does not involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Bus Technician shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

1. Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
2. Conduct oneself in a manner appropriate to an educational institution that provides services to children.
3. Deal tactfully with staff and the public.
4. Be knowledgeable and supportive of applicable Board policies.
5. Practice safe work habits at all times.
6. Supply tools required to perform assigned technical duties.
7. Complete mechanical duties to industry standards of safety and efficiency.

8. Assist in the completion of an annual safety inspection of all buses in compliance with SGI school bus and bus inspection certificate requirements.
9. Assist in annual safety inspections of all other vehicles owned by the Division.
10. Assist in the completion of forms associated with the annual safety inspection of buses.
11. Maintain a standard of bus repair such that buses would pass “spot” safety inspections.
12. Complete regular service on buses and other division-owned vehicles following the division itemized Service List.
13. Maintain a log on all vehicles itemizing all repairs and associated costs.
14. Assist other garage personnel with heavy or two-person tasks.
15. Assist in ordering parts as needed so as to maintain a stock of high use and hard to find items.
16. Advise the Conveyance Manager when drivers are misusing buses, failing to keep them clean or otherwise failing to fulfill their duties pertaining to bus care.
17. Maintain immediate work area or bay in a safe and orderly state.
18. Assist in the cleaning and organizing of common areas in the garage.
19. Deliver and pick up buses as required.
20. Ensure that spare buses are cleaned, fueled and ready for the next user.

Judgement, Independence and Client Contact:

- **Confidentiality**

At no time should a Bus Technician discuss in public information pertaining to a student. A Bus Technician is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

- **Independence**

A Bus Technician is expected to work independently.

- **Working Jointly with Other Staff on Common Assignments or Tasks**

This position involves working jointly with other garage personnel, bus drivers and the general public on a daily basis.

Responsibility for Quality of Assigned Work:

The employee is under routine supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.