

Corning Union Elementary School District  
Job Description

JOB TITLE: MECHANIC/BUS DRIVER

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Salary Range:	25	Department:	Transportation
Reports To:	Coordinator of Transportation	Approved by:	Board of Trustees June 11, 1997

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POSITION SUMMARY:

To provide safe and timely transportation of student to and from school related functions. Maintain order among the riders. To perform repairs and maintenance on all District vehicles.

ESSENTIAL DUTIES AND FUNCTIONS:

Maintain maintenance logs on all school buses and District vehicles.

Maintain discipline on the bus and safety in and around the bus.

Contacting schools regarding student behavior.

Transport children to and from the school function safely and in a timely manner.

Operates standard wheelchair bus equipment including proper strapping.

Keep records of student bus attendance, behavior, and infractions.

Perform repairs to all District vehicles as needed.

QUALIFICATIONS:

Licensed to operate a school bus.

Ability to operate a wheelchair equipped school bus.

Must have personality to maintain human relationships demanded in a public service agency.

Must have high school diploma or equivalent.

Ability to work independently with minimal guidance and supervision.

Must have experience performing vehicle maintenance functions.