

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: TRANSPORTATION – FLEET ATTENDANT

EMPLOYMENT CLASSIFICATION: Non-exempt, Classified

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- Must have Class B Commercial Driver's License
- Valid Arizona driver's license
- Effective communication skills

OVERVIEW OF JOB DESCRIPTION: To support the maintenance of district buses and other vehicles to ensure that each vehicle is fueled, safe and in good condition for the benefit of students and District personnel.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Establishes and maintains a good rapport with students, employees, and community members.
3. Shall serve as a substitute route driver on an as need basis.
4. Maintains and performs minor repairs on district buses and vehicles.
5. Assists with preventative maintenance and servicing on school buses and other vehicles.
6. Assists with keeping and maintaining maintenance records, fuel usage and mileage logs.
7. Performs other job related duties as assigned.

REPORTS TO: Transportation Supervisor

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.