

**SCHOOL DISTRICT OF JACKSON COUNTY**

**JOB DESCRIPTION**

**FLEET MANAGER**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Meet state certification requirements for a commercial driver's license.
- (3) Five years experience as a school bus driver or in a responsible position within a vehicle fleet company; no traffic violations within the past three years.
- (4) Certified driver training course satisfactorily completed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledgeable in office practice skills; i.e., typing, data entry. Operating knowledge of a school bus. Knowledgeable in safety precautions relating to transportation of students and of occupational hazards. Working knowledge of the rules and regulations of the School Board as they apply to school bus operations and state traffic laws. Knowledge of FCC radio rules and regulations and the ability to effectively communicate with bus drivers over a two-way radio. Hearing and visual acuity as well as mobility of person to perform job responsibilities effectively. General knowledge of vehicle mechanical systems.

**REPORTS TO:**

Director of Transportation

**JOB GOAL**

To ensure that the District's transportation system operates in a safe and efficient manner.

**SUPERVISES:**

Mechanics  
Bus Drivers  
Other Assigned Support Staff

**PERFORMANCE RESPONSIBILITIES:**

- (1) Keep accurate records of each vehicle repair job including repair parts, materials and man-hours necessary to complete task.
- (2) Keep accurate records of work performed by each transportation maintenance employee.
- (3) Check all completed major jobs before vehicle goes back into regular service.
- (4) Recommend acquisition and stocking of parts for school buses, with special attention given to hard-to-stock parts.
- (5) Perform the duty of Shop Foreman.
- (6) Keep accurate daily log of all vehicles.
  - (a) In regular service
  - (b) Not in use but available for regular service
  - (c) Vehicles that could be used in emergencies
  - (d) Vehicles that are mechanically unfit for service

**Board Approved January 20, 1998  
Amendment Board Approved April 15, 2003**

## **FLEET MANAGER (Continued)**

- (e) Vehicles that are on special trips and assignments
- (f) Vehicles that are obligated for specific trips on a future date
- (7) Keep current state inspection stickers on all vehicles in use.
- (8) Keep daily record of all trips made by shop personnel and their approximate location at all times.
- (9) Assist, when requested, with evaluation of bus drivers and routes.
- (10) Keep accurate records of petroleum products used by all transportation maintenance vehicles.
- (11) Keep accurate records and accept responsibility for all petroleum products stored and dispensed at school bus garage.
- (12) Perform the duty of School Bus Inspector.
- (13) Accept emergency calls during off-hours and dispatch mechanics or other assistance as needed.
- (14) Temporarily assume responsibility of Director of Transportation during his/her absence.
- (15) Serve as Fleet Inspector.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.
- (17) Other duties assigned by the immediate administrator or supervisor.

## **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

## **TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 30-33  
12 months  
7.5 hours per day

## **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel