

**POSITION DESCRIPTION**

**POSITION TITLE:           BUS GARAGE MECHANIC**

**POSITION DESCRIPTION:**

The bus garage mechanic is responsible for maintaining a preventative maintenance program for his fleet in accordance with the regulations set by the Highways and Transportation Department and the Manitoba Education Pupil Transportation Department. This position reports to the Bus Garage Supervisor, Turtle Mountain School Division.

**POSITION RESPONSIBILITIES:**

1. Responsible for the day to day maintenance of the buses serviced as per Manitoba Education and Highways Department Standards;
2. To visually inspect, test drive and repair bus (es) when problems are brought forward by drivers;
3. Report parts and labor for the bus being serviced on work order forms;
4. Along with the Supervisor, help keep parts inventory levels up to meet the needs of the buses serviced;
5. Keep the shop, tools and supplies clean and orderly;
6. To aid the Supervisor by helping set up preventative maintenance programs to meet vehicle requirements; and
7. Responsible for spare bus drivers and extra curricular trips when supervisor is away.

Cross Reference:

Approval Date:

Policy Review Date:

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