

**JOB DESCRIPTION**  
**Nebo School District**

**Bus Seat Maintenance and Cleaning Technician**

**Purpose Statement**

The job of Bus Seat Maintenance and Cleaning Technician is done for the purpose/s of cleaning of buses, repairing broken and torn seats, ordering bus cleaning supplies and seat repair parts, and checking bus fire extinguishers and first aid kits.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Transportation Supervisor

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**Essential Functions**

- Cleans substitute buses for the purpose of ensuring the substitute buses are ready to go on the routes when needed.
- Inspects buses for the purpose of ensuring they are cleaned and maintained according to district standards.
- Maintains tools and or equipment (e.g. cleaning tools, etc.) for the purpose of ensuring the availability of equipment in a safe operating condition.
- Maintains safety equipment (e.g. fire extinguishers, first aid kits, etc.) for the purpose of of keeping all safety equipment in working order.
- Performs minor repair on busses (e.g. seats, etc.) for the purpose of ensuring availability and safety of District busses.
- Performs functions of School Bus Driver for the purpose of meeting student transportation needs.
- Repairs bus seats (e.g. glues tears, replaces backs and cushions, sews torn pieces, etc.) for the purpose of ensuring the seats in the district buses are maintained in a safe condition.
- Reports any problems noticed while cleaning the buses for the purpose of ensuring problems are fixed and buses are maintained in a safe operating condition.
- Requests bus cleaning supplies and seat repair parts (e.g. detergents, brushes, seat covers, etc.) for the purpose of ensuring the availability of required items.
- Stocks cleaning supplies for the purpose of ensuring the availability of items when needed.
- Supervises cleaning of school district buses (e.g. summer bus cleaning crew, etc.) for the purpose of ensuring the buses are maintained in a clean sanitary condition.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and

understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures. ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules and working as part of a team. Have the Ability for regular and reliable attendance.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing  
Alcohol and Drug Test

Certificates  
Bus Driver's Certificate  
CPR/First Aid Certificate  
Valid Driver's License

Continuing Educ./Training

Clearances  
Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt