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**SCHOOL DISTRICT U-46**  
**JOB DESCRIPTION**  
**TRANSPORTATION DEPARTMENT**  
**FLEET ASSISTANT**

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**JOB DESCRIPTION REVISION DATE:** 5/12/08

**POSITION TITLE:** Fleet Assistant

**DEPARTMENT:** Transportation

**REPORTS TO:** Shop Foreman

**SUPERVISES:** The fueling process, monitoring of tank fuel levels, storage and retrieval of information for all U-46 vehicles relative to fuel usage. The condition and repairs to all school bus seats to meet all state and federal standards.

**POSITION GOAL:**

To assist and support the department mechanic and driving staff. To provide a systematic and organized approach to the fueling and seat repair processes.

**ESSENTIAL FUNCTIONS:**

1. Monitor and maintain all safety rules and regulations related to the fueling of vehicles and report all violations to the coordinator of vehicle maintenance.
2. Assist bus drivers in the fueling process.
3. Support shop/mechanic staff by maintaining proper fluid levels in all buses.
4. Identify and report fluid leaks to the coordinator of vehicle maintenance.
5. Develop and maintain a bus seat inspection program.
6. Repair bus seats as needed.
7. Monitor and measure underground fuel storage tank levels.
8. Report fuel needs to the coordinator of vehicle maintenance to ensure adequate supply.
9. Maintain adequate waste containers/dumpsters throughout the parking lot and empty as needed to provide a clean and safe environment.
10. Other duties as assigned.

**KNOWLEDGE AND CRITICAL SKILLS:**

1. Must meet all requirements to hold a valid driver's license.
2. Must have basic knowledge of and skills in vehicle maintenance.
3. Must have knowledge of safe fueling procedures.
4. Must have knowledge of and skills in school bus seat repairs.
5. Must be professional and responsible at all times.
6. Must display excellent people skills and contribute to a positive work environment.
7. Must be able and willing to work a flexible schedule, including weekends and various hours as scheduled.
8. Must be able to lift and empty waste containers/dumpsters.
9. Must have the ability to work in a busy/congested fueling area while maintaining a high level of awareness and adherence to safety standards.
10. Must be a team player.



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**EXPERIENCE:**

1. Must hold a valid driver's license.
2. Must be capable of operating an electronic fueling system.
3. Customer service required.
4. Using basic hand tools in a safe manner.
5. Develop, implement, and complete a work schedule with minimal supervision.

Comments: The knowledge, critical skills, and experience listed above are typical for this position; however, any equivalent combination of education, training, and/or experience, may be acceptable.

**ENVIRONMENTAL CONDITIONS:**

1. Exposure to diesel fuel, gasoline, and all other vehicular fluids and fumes.
2. Exposure to slippery, wet, and snowy conditions.
3. Exposure to extreme heat and cold weather.
4. Both indoors and outdoors in a busy environment with exposure to constant noise and interruption.
5. Work in a small office area.

**PHYSICAL DEMANDS:**

1. Ability to bend, kneel, and lift during the course of the normal work day.
2. Ability to work outdoors in extreme temperature 80% of the work day.
3. Ability to work in physically restrictive spaces.
4. Ability to maintain balance and walk safely on slippery surfaces.
5. Ability to work effectively within a noisy, fast paced, and distracting environment.

**ADA:**

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**TERMS OF EMPLOYMENT:**

This is a 12-month position. Salary and benefits as established by the Board of Education.



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**EVALUATION:**

If this position is filled from within the department, during the first 90 day "new position" probationary period, either the district or the employee in this position may determine that the employee return back to their former position. If the employee elects to exercise this option, a four (4) week notice of intent must be provided to the director of transportation. Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service and the DUTU contract.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_