

SUPPORT STAFF POSITIONS
Job Description: Vehicle Technician Helper
Non Exempt

TITLE: Vehicle Technician Helper

DEFINITION: Under the supervision of the transportation director, the employee will perform skilled and routine transportation functions; and do other related work as required.

QUALIFICATIONS:

1. High school graduate or equivalent
2. Ability to earn Commercial Driver's License
3. Skill in the area to be assigned
4. Such other qualifications as the Board may find appropriate and acceptable

REPORTS TO: Transportation Director

DUTIES:

1. Performs all duties as assigned by the transportation director.
2. Demonstrate a working knowledge of basic vehicle maintenance and prioritize minor vehicle repairs.
3. Performing necessary preventive maintenance, repair, operate and clean district owned vehicles to prevent damage and maintain a positive public image.
4. Assist in general shop and facility up-keep to ensure a safe working environment.
5. Assist Transportation Director in needed maintenance and repairs.
6. Preserving tools, equipment and other school property.
7. Fueling buses and other vehicles. Monitoring and informing the director of fuel levels.
8. Assist Transportation Director in maintaining forms and records to comply with federal and state regulations.
9. Act as **route** driver and/or activity driver **as assigned**.
10. Be on-call to assist Director in emergencies.
11. Maintain a primary focus on student and employee safety.
12. Abide by work schedule as assigned by Transportation Director.
13. Display initiative in evaluating and increasing the effectiveness of the transportation department.

14. Report any damage to district vehicles immediately to the Director.
15. Participate in the drug and alcohol program as outlined by the federal and state regulations. The use of tobacco products, or any kind, on school district vehicles and property is prohibited by law.
16. The operation and monitoring of two-way radios must be done in an acceptable manner.
17. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
18. All transportation personnel will work toward a team-building concept and solve problems together, if an issue continues you will report it to the Director for assistance in resolving it.
19. Employees of the transportation department will have required staff meetings and inservices throughout the school year.
20. Assist in district snow removal, when needed.
21. Perform all other duties as may be assigned by district officials.
22. The employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Must have an adequate range of motion in the upper extremities.
- This type of work involves walking or standing for periods of time.
- Perceiving the nature of sound, near and far, vision, depth perception, providing oral information, the manual dexterity to operate vehicles, equipment and tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the transportation director in accordance with policies of the Board of Education.

NOTICE REGARDING WORKER COMPENSATION INJURIES:

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

**Regional Occupational Medical Program
Clinic 2115 Stuart Street
Alamosa, CO 81101
(719)589-8110**

**Rio Grande Hospital
1280 Grand Avenue
Del Norte, CO 81132
(719)657-2418**

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and the Risk Manager in the administration office (852-5996).
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature _____ Date _____

Policy GDAP-R approved by Board of Education: 08/08/13