POSITION TITLE:

BUS GARAGE HELPER

Reports to: Directly: Bus Garage Foreman
Indirectly: Supervisor of Transportation

Purpose/Function:
The Bus Garage Helper shall assist the Bus Garage Foreman and Mechanic to carry out the day to day maintenance of buses and fleet vehicles and shall ensure that all are safe and reliable. Also assists in the diagnosis, repairs or defects in accordance with all government standards and regulations.

Required Education, Knowledge, Qualifications and Experience:
- A Grade 12 diploma from a provincially recognized institution or equivalent
- Valid Driver's License
- A satisfactory Criminal Record Check
- A clean drivers abstract
- Related training such as courses in first aid, defensive driving, or heavy equipment operation would be considered an asset.
- Experience in computer diagnosis would be considered an asset
- Previous experience in the operation of a school bus would be considered an asset.
- Knowledge of highway and school bus legislation and regulations would be considered an asset
- Knowledge of equipment cleaning standards and procedures
- Proficiency in the operation of computer, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:
- Ability to work independently with minimal supervision
- Demonstrate skills for planning, scheduling and record keeping of fleet repairs.
- Good communication skills and problem-solving skills.
- Ability to operate all the necessary tools and equipment needed to perform all repair procedures safely and properly.
- Ability to work in varied climates and conditions which may include dust, vapours, fumes or slippery floors for example.
- Ability to perform basic shop maintenance procedures
- Ability to do Heavy Load Work which includes:
  - exerting up to 100 lbs. of force occasionally (lifting and/or carrying)
  - exerting up to 50 lbs. of force frequently
  - exerting up to 20 lbs. of force constantly to move objects
- Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing.
- Ability to work cooperatively with garage personnel, bus drivers and the public and both develop and maintain a positive work environment.

Required Personal Characteristics:
- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Supervision of Staff:
This position does not involve the supervision of staff.

Duties and Responsibilities:
Without restricting the generality of the description above, the Bus Garage Helper shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Be knowledgeable and supportive of applicable Board policies and operational policies and procedures.
- Practice safe work habits at all times.
- Assist in the certification, safety and repair of buses.
- Assist in maintaining the shop and grounds to be clean, safe and in an orderly state.
- Assist in carrying out a preventative maintenance program for all division-owned vehicles.
- Assist in keeping equipment up to date to maintain buses and fleet vehicles.
- Assist in the handling of maintenance concerns regarding safe operation of buses or division vehicles.
- Be prepared to meet emergency needs at times other than during regular hours.
- Wash and clean buses that are due for their normal inspection.
- Upgrade skills where required to ensure that proper maintenance procedures are used.
- Attend transportation meetings as required by the Supervisor of Transportation.
- Be willing to engage in life-long learning with respect to training and professional development.
- Deal tactfully with staff, students, parents and the public.
- Assist in the completion of an annual safety inspection of all buses in compliance with SGI school bus and bus inspection certificate requirements.
- Assist in annual safety inspections of all other vehicles owned by the Division.
- Assist in the completion of forms associated with the annual safety inspection of buses.
- Assist other garage personnel with heavy or two person tasks.
- Assist in ordering parts as needed so as to maintain a stock of high use and hard to find items.
- Deliver and pick up buses as required.
- Ensure that spare buses and buses are fueled and ready for the next user.
- Maintain immediate work area or bay in a safe and orderly state
- Assist in the cleaning and organizing of common areas in the garage

Judgment, Independence and Client Contact:
- Confidentiality
    - A Bus Garage Helper is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the school division. Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.

- Independence
    - A Bus Garage Helper is expected to work independently and as a team player.
- Responsibility for Quality of Assigned Work
    - The Bus Garage Helper is under routine supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.
- Working Jointly with Other Staff on Common Assignments or Tasks
    - This position involves working jointly with other garage personnel, bus drivers and the general public on a daily basis.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: October 14, 2026