



CARY SCHOOL DISTRICT 26  
JOB DESCRIPTION  
**BUS MECHANIC**

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**Reports To:** Transportation Coordinator

**Supervises:** N/A

**Position Summary:**

The Bus Mechanic is responsible for the inspection, maintenance, diagnosis, and repair of school buses and related transportation equipment and vehicles to ensure safe, reliable, and efficient operation. The mechanic will also prepare and maintain all vehicle records. This position supports the district's mission by maintaining vehicles that safely transport students and staff.

**Qualifications:**

- High school diploma or equivalent required
- 5 years' experience as a mechanic (Bus experience, diesel mechanic, or dealership training preferred).
- Possession of a current Class B Commercial Driver's License with a passenger and school bus endorsement is required for a mechanic.
- Completion of an accredited automotive or diesel mechanic training program preferred
- Ability to pass a background check, physical examination, and drug/alcohol testing as required by law
- Proficient with basic computer skills.

**Responsibilities Include:**

- Inspect, diagnose, and repair school buses and district vehicles in accordance with state and federal regulations
- Services vehicles according to established preventative maintenance schedule, including general tune-ups, changes oil and filters, lubricates vehicle parts, inspects and replaces hoses, belts, mirrors, lamps, etc., and maintains all vehicle fluids.
- Inspects vehicles, evaluates the condition of systems, equipment, accessories, and lights, and prepares District vehicles for State of Illinois inspections.
- Identify mechanical issues and make necessary repairs to ensure vehicles are safe and roadworthy
- Maintain accurate maintenance and repair records for all assigned vehicles
- Conduct pre-trip and post-repair inspections to ensure compliance with safety standards
- Respond to breakdowns and provide roadside assistance when needed
- Maintain tools, equipment, and work areas in a clean and safe condition
- Reviews current inventory of supplies and materials related to transportation and makes



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recommendations to the Transportation Coordinator regarding the purchase of supplies.

- Assists the District in snow removal on the various district properties as needed.
- Comply with all district policies, safety procedures, and transportation regulations
- Collaborate with transportation staff to minimize vehicle downtime
- Performs other duties related to the position as assigned.

**Skills:**

- Strong mechanical and diagnostic skills
- Knowledge of diesel and gasoline engines, braking systems, electrical systems, and hydraulics
- Ability to read and interpret technical manuals and schematics
- Attention to detail and commitment to safety
- Effective communication and record-keeping skills
- Ability to work independently and as part of a team
- Physical ability to lift heavy parts, work in confined spaces, and perform manual labor
- Must be able to lift, push, and pull a minimum of 50 pounds
- Subject to regular exposure to fumes, dust, vehicle exhaust, oil, grease, and noise from equipment operation.

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**TERMS OF EMPLOYMENT:**

This is a 12 Month, 260 Day per Year position. Salary and benefits as established by the Board of Education.

**JOB DESCRIPTION CREATION / REVISION DATE:**

1/16/2026