

ST. MARY PARISH PUBLIC SCHOOLS
BUS FOREMAN JOB DESCRIPTION

POSITION: Bus Foreman

REPORTS TO: Supervisor of Student Services

TERMS OF EMPLOYMENT: Following the probationary period as set forth in policy GBG, terms of employment are for 8-hours/242 days.

SALARY RANGE: Salary in accordance with the approved St. Mary Parish School Board Salary Schedule for the Bus Foreman Position.

FUNDING SOURCE: General Fund

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Non-Exempt

QUALIFICATIONS:

- 1. High School Diploma
- 2. Five (5) years or more of verified automotive experience and/or experience related to bus transportation.
- 3. Must hold and maintain a valid Louisiana CDL School Bus (S and P) Endorsement

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the St. Mary Parish School Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

- 1. Supervises the St. Mary Parish Schools bus shop.
- 2. Performs minor mechanical work as needed.
- 3. Maintains an operational log of all school board vehicles.
- 4. Keeps a current inventory and accounting of tools and equipment required for job performance.
- 5. Exhibits a working knowledge of the St. Mary Parish Schools Policies and Procedures Handbook.
- 6. Obtains certification to train future CDL drivers.
- 7. Obtains certification in inspecting district buses.
- 8. To perform other duties as may properly come within the scope of said position or may be assigned by the supervisor or superintendent.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties for this position. Additional duties may be assigned by the superintendent and/or superintendent’s designee.

This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.

The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Schools Personnel Evaluation Plan and understands the duties and responsibilities required.

SIGNATURE_____ **DATE**_____