



## JOB DESCRIPTION

**JOB TITLE:** Transportation Porter

**REPORTS TO:** Shop Supervisor

**WAGE/HOUR STATUS:** Nonexempt

**PAY GRADE:** TR2

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### **PRIMARY PURPOSE:**

The Transportation Porter is responsible for overseeing fleet fueling activities, maintaining the bus lot, assisting with preventive maintenance functions as needed and preparing field trip buses for district sponsored field trips.

All employees of SISD are expected to act with integrity, support organizational goals, communicate in a clear and respectful manner, championing the needs of our students and drive continuous improvement.

### **QUALIFICATIONS:**

#### **Required:**

- High School graduate or GED from an accredited institution
- Valid Texas commercial driver's license (Class A or B) with Passenger (P) and School Bus (S) endorsements (or ability to obtain)
- Acceptable driving record (as defined by the Texas Department of Public Safety under the School Bus Driver Penalty Point System) and maintain an acceptable driving record throughout employment
- Pass a Texas Department of Public Safety school bus driver physical prior to employment and annually throughout employment.
- Pass drug and alcohol testing as required under the federal Department of Transportation drug testing program to include pre-employment, random, post-accident, and all other types of drug and/or alcohol testing included under the program.

#### **Preferred:**

- One year auto/truck maintenance and repair experience
- Current ASE certification in Medium/Heavy Truck or School Bus



## **SPECIAL KNOWLEDGE/SKILLS:**

- Ability to follow verbal and written directions
  - Physical ability to lift heavy equipment and vehicle parts; work in various temperature and weather conditions; and to walk, stand, climb, carry, stoop, bend, kneel, and reach
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## **MAJOR RESPONSIBILITIES AND DUTIES:**

- Oversee fueling operations for district vehicles
- Prepare field trip buses for district sponsored field trips.
- Maintain accurate records of throughput for vehicle fluids and parts used to prepare district vehicles
- Perform minor vehicle repairs or service (lights, lenses, etc.)
- Lot maintenance, trash collection, upkeep
- Perform related duties as assigned

## **WORKING CONDITIONS:**

The usual and customary methods of performing the job's functions require the following physical demands: Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, vehicles, and machinery with moving parts. Exposed to dampness and humidity, chemicals, exhaust fumes, gasoline, and diesel fuel. Environmental Conditions: Work outside and inside; moderate exposure to extreme temperature (hot and cold) and vehicle fumes.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.