

**SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
SUPERVISOR / COORDINATOR, VEHICLE SERVICES**

1. SERVICE DELIVERY

- _____ 1. Assume responsibility for inspection of all School Board vehicles as required by law.
- _____ 2. Supervise the performance of all mechanics.
- _____ 3. Develop specifications for repair work beyond the capacity of the maintenance department.
- _____ 4. Maintain records on each inspection and repair of each vehicle.
- _____ 5. Develop a plan for phasing out vehicles which are no longer serviceable or fail to meet safety standards.
- _____ 6. Maintain a perpetual inventory of supplies and equipment needed for vehicle repair.
- _____ 7. Report, to the Director of Transportation, any negligent misuse of School Board vehicles and a procedure of accountability.
- _____ 8. Provide all reports as required.
- _____ 9. Organize and assist in inservice training of Vehicle Mechanics.
- _____ 10. Interface with commercial insurance adjusters on estimates for repair of vehicles involved in accidents.
- _____ 11. Requisition grease, oil, tires and repair parts and write specifications for bids.
- _____ 12. Respond appropriately to all emergency situations.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 13. Supervise and interact with mechanics and other personnel.
- _____ 14. Interface effectively with outside agencies.
- _____ 15. Report to work punctually and regularly.
- _____ 16. Display an appropriate work ethic and set an example for employees.
- _____ 17. Follow department policies and procedures, all state laws and School Board policies.

3. SYSTEM SUPPORT

- _____ 18. Communicate well with Director of Transportation.
- _____ 19. Maintain positive relationship with outside agencies.
- _____ 20. Represent the School District in an appropriate manner.
- _____ 21. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 22. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 23. _____
- _____ 24. _____
- _____ 25. _____
- _____ 26. _____

SUPERVISOR / COORDINATOR, VEHICLE SERVICES (Continued)

5. ASSESSMENT AND OTHER SERVICES

- _____ 27. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 28. The accurate and timely filing of all school reports
- _____ 29. The completion of required professional development services.
- _____ 30. _____
- _____ 31. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)