

**Mansfield ISD  
Transportation**



**Transportation Bus Shop Handbook**

**2024-2025**

**School Year**

**ACKNOWLEDGEMENT of  
HANDBOOK 2024-2024**

The purpose for the Transportation Bus Shop Handbook is to inform all Shop Employees of current Transportation Department policies and procedures this is a continuation for the Transportation Handbook, and the Auxiliary Handbook. This "Acknowledgement of Handbook" form is to ensure that each employee is aware and knowledgeable of all policies and procedures of the department.

I accept and understand the Mansfield Independent School District Transportation Department Bus Shop Handbook and have read the contents prior. I fully understand these policies and procedures and understand that failure to follow these policies and procedures will be reflected in the evaluation of my job performance and could result in disciplinary action or termination of my employment with Mansfield Independent School District. I also accept that job assignments and hours are subject to change when determined to be in the best interest of the operations of the Transportation Department or Bus Shop.

I also understand that if I hold the position of a mechanic, a condition of my employment is that I must maintain and possess at all times a Texas "CDL" license (with P and S endorsement) as an employee for the Mansfield Independent School District, along with a DOT physical card and a Texas School Bus Driver Safety Training Certificate. Failure to comply with this directive may result with my termination as an employee of the Mansfield Independent School District.

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**Print Employee Name**

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**Employee Signature**

**Date**

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**Administrator Signature**

**Date**

**THIS STATEMENT MUST BE SIGNED BY  
ALL EMPLOYEES.**

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## **MANSFIELD INDEPENDENT SCHOOL DISTRICT**

The following administrative regulations and procedures apply to all Transportation Bus Shop employees of the Mansfield Independent School District (M.I.S.D.) and is a continuation of the Mansfield ISD Transportation handbook. Nothing in these regulations grant auxiliary employees a property interest in their position, nor do they constitute a written contract with any auxiliary employee. All auxiliary employees are at-will employees of the Mansfield Independent School District. These regulations are subject to change at the discretion of the Superintendent or his/her designee.

### **RESPONSIBILITIES**

All bus shop employees are responsible for performing vehicle repairs and maintenance to ensure proper performance and safety of district vehicles. Other duties as assigned include, but are not limited to:

1. Keeping shop clean, safe, and organized at all times.
2. Properly storing all equipment and chemicals in designated areas.
3. Preserve a clean and organized individual work area.
4. Maintain common areas inside and outside of the shop (ex. Break room).
5. Ability to diagnose mechanical problems and perform repairs with general supervision.
6. Ability to operate equipment and tools involved in vehicle repair.
7. Ability to lift heavy equipment and vehicle parts.
8. Accurately report and submit completed daily work orders.
9. Ability to pass alcohol and drug test.
10. Ability to pass required bus driver safety training.
11. Acceptable driving record.
12. Ability to operate a school bus with passengers (as needed).
13. Be able to operate the smart tag tablet.
14. It is the expectation that all mechanics pursue and further their ASE certifications/continuing education hours.

#### 1) **DRUG AND ALCOHOL TESTING**

1. Pre-employment screening is required.
2. Random testing during the school year will be required. Annual random sampling for drugs will include 50% of MISD employees impacted by DOT regulations. Annual random sampling for alcohol will include 25% of MISD employees under DOT regulations. Senior Transportation Safety Trainer/ D.O.T. Compliance is responsible for all driver safety testing.
3. Post-accident testing will occur when the mechanic/driver is involved in:
  - i) A fatal accident.
  - ii) An injury accident and is issued a citation.
  - iii) An accident where one or more vehicles have been disabled and require

towing and the MISD driver is issued a moving violation.

4. Reasonable suspicion: An employee will be required to submit to an alcohol or drug test when there is reasonable suspicion that the driver has violated the drug and alcohol policy. Any employee who refuses to take a drug or alcohol test will be considered to have a positive test.
  - i) A driver/mechanic whose conduct is in violation of the alcohol and controlled substances. Conduct includes:
    - (1) Refusing to submit to a required test for alcohol or controlled substances.
    - (2) Testing positive for alcohol or controlled substances in a random test.
    - (3) Testing positive for alcohol or controlled substances in a post-accident test.
  - ii) Drivers/Mechanics shall report to their supervisors the fact that they are taking any prescription or over-the-counter medication which may impair their driving abilities. See MISD Board Drug Policy (DHE Local).

## 2) **SHOP MECHANIC DRIVING QUALIFICATIONS**

1. Valid Commercial driver's license, either Class A or B (with P and S endorsements.)
2. At least 21 years of age.
3. A safe driving record in accordance with state law and district requirements.
4. Must be able to pass a physical examination each year. The day the physical is taken invalidates the previous physical. If failed, the mechanic must notify Transportation and Shop management immediately. Under DOT regulations, a driver cannot drive with a failed physical.
5. **Employees should not act on their own to get physicals without consulting with their supervisor or safety manager. They should contact immediately and get guidance and instructions to what doctor office they should visit to get their physicals.**
6. TX Department of Public Safety requires that all CDL holders must provide a Self - Certification Affidavit (CDL-7) with each annual physical and driver license renewal unless they have claimed the "P-Restriction".

Mechanics with a CDL license must complete the State approved "Bus Drivers Certification Course (20 hour) and (refresher course every 3 years (8 hour) Anyone whose certification has expired CANNOT legally operate a school bus for the transportation of students until such time as they become re-certified or obtain a re- enrollment certificate).

## **TRAFFIC VIOLATIONS, CITATIONS, CONVICTIONS, LICENSE REVOCATIONS & SUSPENSIONS**

Under the 1986 Federal commercial Driver license and Omnibus Transportation Act, all holders of Commercial Driver Licenses (CDL's) are required by law to report any and all traffic citations and convictions obtained in any vehicle (personal or district) to their supervisor. Also, the employee must supply a photo copy of the citation to the supervisor. If the employee was involved in an accident, a copy of the report must be supplied to the supervisor as soon as possible. Additionally, drivers must notify their supervisor within 3 days of any citation, suspension, or revocation of driver license. Failure to do so is a federal crime.

### 1. **ABSENTEEISM AND TARDINESS**

1. Any employee not consistently reporting to work at their scheduled start time will be considered tardy.
2. When calling in sick or late to work, employees must notify the Fleet Manager or Site Supervisor with a phone call at least 30 mins before your scheduled start time.
3. Any employee needing to leave before their scheduled clock-out time will be required to notify the Fleet Manager and/or Site Supervisor. n.
4. Any mechanic with excessive absenteeism or tardiness may be subject to disciplinary action including up to a recommendation of termination.

### 2. **PERFECT ATTENDANCE**

Employees will receive a "Perfect Attendance Award" if they were not absent all year. "All Year" is defined as July 1<sup>st</sup>- June 30<sup>th</sup> for 261-day employees.

### 3. **PERSONAL APPEARANCE AND DRESS CODE**

1. The dress and grooming of District Employees shall be clean, neat, and modest, in a manner appropriate for their assignment and in accordance with any additional standards established by their supervisors and approved by the superintendent.
2. Employees are to remember that they represent both MISD and the Transportation Department and are to be professional role models at all times. Shop Employees are required to properly wear the full departmental uniform, in the manner as designated to be worn, while on duty. Each employee is responsible for turning in uniforms to be cleaned on the designated day.
3. Shop Employees must wear lace up or slip on shoes that are slip resistant and oil resistant.

4. Diesel technicians can choose between traditional steel-toe boots or more lightweight composite-toe alternatives. Leather uppers: Close contact with concrete and other rough surfaces is common in the shop. The best diesel technician boots for concrete feature leather uppers that are durable and resistant to abrasion. Boots must cover the entire foot, provide full foot protection and be approved by management. Athletic type shoes are not permitted. Shoes or boots must be 100% leather.
5. Any jewelry or accessories that have drug emblems, references to tobacco or alcoholic beverages, or anything that is considered obscene or offensive may not be worn.
6. Pierced body ornaments are restricted to the ear during working hours.
7. Head coverings such as doo rags or bandanas are not permitted. Only caps and hats approved by Transportation management may be worn. Stocking caps are approved when cold weather is a factor. "Skull caps" are permitted.
8. All personnel are required to wear approved Protective Eye-wear and Hearing protection while on shop floor, and/or performing repairs on vehicles or equipment.
9. MISD Identification badges and access cards should be kept easily accessible at all times.

#### 4. **CELL PHONES**

1. Texas Transportation Code-TRC 545.425:
2. *An operator may not use a wireless communication device while operating a passenger bus with students on the bus, unless the passenger bus is stopped.*
3. Failure to comply with the law may result in disciplinary actions up to and including a recommendation of termination.
4. Employees are not allowed to wear hands-free cell phone devices or use personal cell phones for personal business during working hours.
5. Personal cell phones are not to be used while operating an MISD vehicle.
6. If an emergency occurs pull over and stop.

#### 5. **PERSONAL ELECTRONIC MEDIA DEVICES**

1. Wireless devices can in no way interfere with the performance of your job.
2. Appropriate volume and content will be expected at all times in the work place.
3. Ear bud style listening devices are not allowed to be used in the shop AT ANY TIME.
4. Department issued iPad will be with the mechanic when they are on duty.

#### 6. **SEAT BELTS**

Any Transportation Department employee driving a school-owned vehicle will be required to wear a seat belt, in accordance with Texas State Law. When assigned to drive students inform student to fasten their seatbelts if available.



7. **SCHOOL CLOSURE**

The District may close schools for a full day or part of the day because of bad weather or emergency conditions. When it becomes necessary to open late, release students early, or cancel school, District officials will post a notice to the District's web site and notify local radio and television stations. In the event of last-minute school closing, a calling tree will be used to inform employees in the morning of the school closure. Shop personnel should try to report to work if safe to do so.

8. **DELAYED START OF SCHOOL**

When school is delayed for any reason, Mechanics will report to work at their regular clock in times as safely as they can.

**DEPARTMENTAL PROCEDURES**

1. **TIMESHEETS**

It is the responsibility of an employee to submit their timesheets in a timely fashion by the end of the workweek (Friday unless they have a scheduled approved extra duty later than Friday. In that situation, the time sheet must be submitted no later than Monday by 10:00 AM. The workweek is Monday through Sunday.

2. **CLOCK-IN TIMES**

All shop employees are responsible for accurately clocking in and out at their assigned times using the Skyward system. All time edits/adjustments will be made by the Fleet Manager. Please send an email with date and time correction along with a reason for the correction. In accordance with the Mansfield ISD Auxiliary Handbook, Overtime Compensation, non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from fleet manager or designee. Shop employees will have an hour deducted from their time daily for their lunch break.

3. **WORK HOURS**

Designated work times, breaks and lunch will be set by Fleet Manager, and are subject to change, based on work load and departmental need. Shop personnel are expected to be ready to work at their shift start times. Each employee should monitor their weekly time to avoid any unauthorized overtime.

4. **WORK ORDERS**

Employees are responsible for tracking their work through the RTA work order system.

**5. DOCK TIME**

Any employee that has used all of their personal time off will be considered in dock status, and will not be allowed to work any overtime unless management deems it necessary for district activities.

**6. PERSONAL ACCIDENTS OR INJURIES**

Employees are to report all personal on the job accidents or injuries no matter how minor to the Fleet Manager or Site Supervisor as soon as the accident occurs.

**7. DEPARTMENTAL GUIDELINES REASSIGNMENT OF PERSONNEL**

The Director of Transportation, Assistant Director, and or Fleet Manager has the authority to reassign any transportation staff member if deemed in the best interest of operations of the Transportation Department and Shop. MISD Transportation has three locations that buses are based out of. A mechanic can be assigned to any of these locations at any time.

**8. WORK ORDER ASSIGNMENTS**

All work will be assigned by the Fleet Manager, or Site Supervisor . Shop employees will utilize RTA for the creation of work orders on all vehicles and equipment. Including the Three C's of the repair (Complaint, Cause, Correction), Repair Time, and parts used. Work orders must be submitted after completion of each job assignment and before starting the next assignment.

**9. TIME MANAGEMENT**

1. 1<sup>st</sup> bus of the day should be in your bay no later than 10-15 minutes after start of shift. You should be logging into RTA right after you clock in on Skyward. If there is a problem, see the Fleet Manager and or Site Supervisor.
2. PM A, PM B, PM C, & PM D checklists need to be brought to Site Supervisor as soon as the PM's are completed.
3. Repair notes: 3C's: Complaint, Cause, and Correction. No other comments are needed.

PM checklists, only document specific information requested and/or repair information. No other comments are needed

## **10. ROUTE BUSES**

If a route bus is pulled by a shop employee, dispatch must be notified. A downed tag must also be placed on the driver's windshield. The bus's DVIR book/smart tag tablet inside the bus will be used along with the work order that was turned in to communicate with the driver what repairs were done to the bus. If the vehicle does not have a DVIR book utilize the smart tag portal so that the driver will know repairs are complete. Dispatch must be notified when the bus is ready for route and parked in its proper parking space, or parked by the bus shop for return to 6<sup>th</sup> avenue. Mechanics are required to be able to operate the smart tag system.

## **11. TAKING A BUS OUT OF SERVICE**

1. Mechanic diagnoses bus, determines that the bus should be placed out of service.
2. Mechanic verbally let's Site Supervisor or Fleet Manager know that bus #123 should be placed out of service for the following reason.
3. Mechanics places Down Bus Tag inside windshield on drivers' side in drivers' field of vision
4. If the mechanics wants to they then can send a backup email.
5. Bus is place on the down list by Fleet Manager and or Site Supervisor.
6. Email is sent from Site Supervisor or Fleet manager to dispatch that bus #123 is down.
7. Bus is scheduled into the shop for repairs

## **12. RETURNING A BUS TO SERVICE**

1. Mechanic finishes repairs and charges all parts and labor out to unit in RTA.
2. Mechanic parks bus in its assigned spot or where it can be sent back to 6<sup>th</sup> ave.
3. Mechanic removes down tag from window.
4. Mechanic lets Site Supervisor or Fleet Manger know that bus is repaired and parked.
5. Site Supervisor or Fleet Manager removes the bus from the down list.
6. Site Supervisor or Fleet Manager sends dispatch an email stating that the bus is ready

### **13. PREVENTATIVE MAINTENANCE TIMES**

- PM times are as follows:
  - A pm- 2 hours
  - B pm- 1 hour
  - C pm- 6 hours (Mercedes engine add one hour)
  - D pm- 1.5 hours
  - E pm- 1 hour

PM A, PM B, PM C, PM D, & PM E checklists need to be brought to the shop office as soon as the PM's are completed.

### **14. QUICK SERVICE LINE IN THE MORNINGS**

1. One Mechanic will be assigned to assist Drivers that pull up to the shop for assistance. (Carry Radio)
2. An additional mechanic will be assigned to sit in the truck and monitor the radio and assist buses that cannot come to the shop. (Only one mechanic should be in the truck during morning roll out)
3. The truck should wait in the manual wash bay. Once roll out is completed the service truck should be parked out of the way in the back of the shop.

### **15. DRIVERS COMING TO THE SHOP**

Drivers reporting to the shop will not be allowed beyond the entry area. If approached by a driver or visitor, escort the driver or visitor to the Site Supervisor or Fleet Manager.

### **16. BEGINNING OF THE DAY, SHOP OPENING**

1. All shop lighting is turned on.
2. Shop air compressor is turned on
3. All doors are opened (Unless inclement weather is expected then leave bay doors closed)
4. Notify dispatch that Shop is open at each location.

## **17. END OF DAY SHOP CLOSURE**

When closing shop in the evening mechanics will be responsible for the following:

1. Lights in the shop are turned off.
2. All Doors, including bay doors are closed and locked.
3. Verifying all vehicles parked at the facility and in the shop are turned off and secured, including the headlights in the off position.
4. Exterior gates are closed to the transportation facilities.
5. All vehicle lifts are to be lowered to the floor at end of shift. Unless they are supported by jack stands.
6. Shop air compressor is turned off
7. Notify dispatch that Shop is closed at each location.

## **18. SHOP SAFETY**

The shop is to be kept clean and in a safe and organized condition at all times. Make certain that ALL hoses (water hoses, air hoses, etc.) are properly stored out of the walking area of the shop. Each mechanic is responsible for their designated work area. Common areas inside and outside (example, tire bay, meeting room, bus wash) are the responsibility of all shop staff.

1. Do not use the stairs or a ladder to gain access to a vehicle on a lift. The vehicle must be completely lowered to the floor before entering.
2. Each mechanic will empty their own trash daily
3. Horseplay of any type will not be permitted. (Examples dancing or jumping on bus roofs, running in the shop, etc.)

## **19. PARTS**

1. Parts are to be issued through Fleet Manager or Site Supervisor . All parts and fluids are to be documented when used. All parts removed from the parts room **MUST** be signed out and handed to you by NAPA personnel, Fleet Manager, or Site Supervisor.
2. Mechanics should diagnose the complaint and repair that item first. Additional repairs should be approved by Site Supervisor prior to ordering parts or completing the additional repairs.
3. If a mechanic is waiting on parts they are to move on to the next job. Do not wait idle when parts are not available.
4. Mechanics are to avoid lingering and visiting at the contracted parts store.
5. Failure to comply may result in disciplinary action including and up to recommendation of termination.

## **20. BATTERIES**

Vehicles that are a no start should have the batteries replaced. Jump starting a vehicle should only be done in emergency situation (Vehicle on the side of the road). All batteries removed from vehicles and/or equipment **MUST** be charged and load tested, and any batteries that fail load test to be placed in designated area (Red pallet in Main Street Shop).

## **21. AFTER HOUR ROAD CALLS**

1. All mechanics will be placed on an "On-Call" rotation schedule, created by the Fleet Manager and or Site Supervisor, making them available for after-hours calls, including Saturday and Sunday for 1 week at a time (Monday-Sunday). A \$25 reimbursement + hours worked will compensate the on-call mechanic for that week.
2. You must come to the shop and punch in for the call out, take the appropriate measures to respond, respond to the call out, return to the shop and punch out. Upon returning to the shop you must notify the Fleet Manager and/or Site Supervisor that you have returned and the situation is resolved. If a tow truck is needed, the Fleet Manager or Site Supervisor must be notified as quickly as possible. Failure to be available in the event of a call out or failure to communicate (24 hours before going on call) with Fleet Manager may result in disciplinary action, including up to the recommendation of termination
3. **Mechanics are responsible for finding their own substitute and email the fleet manager the schedule change.**
4. If for any reason you are unable to complete your on-call requirement, Shop management must be notified so that on call coverage can be adjusted. (Medication, sickness, accident, etc.)
5. Shop trucks may be taken home under certain circumstances and other neighboring districts possibly can assist. (Director Approval)
6. Fleet Manager or Site Supervisor will coordinate with Field Trip Coordinator on trip locations.

## **22. MECHANIC EVALUATIONS**

Mechanic evaluations will reflect records of repairs, attendance, and other job responsibilities.

### **23. COMMUNICATION**

It is the responsibility of the mechanic to communicate to the Fleet Manager or Site Supervisor any issues preventing assigned tasks/repairs to be completed in the acceptable times, or to explain why the actual repair time surpassed the predicted repair time.

Mechanics unable or unwilling to use their time efficiently may be subject to disciplinary action, and recommendation of termination.

### **24. TRAINING**

Mechanics should complete a minimum of **10 hours** of on-site/off-site training prior to the evaluation each year. All training must be approved by Management beforehand.

### **25. PERSONAL BUSINESS**

Personal business will not be conducted during work hours, including personal phone calls (outgoing or incoming) except in the case of an emergency.

### **26. USE OF DISTRICT VEHICLES**

1. District vehicles will be used for district use only.
2. District vehicles should only have 1 mechanic at a time
3. Mechanics are not to take breaks in district vehicles unless authorized by fleet manager
4. Only one mechanic should come to Main Street to get parts for 6<sup>th</sup> Avenue.

### **27. PERSONAL VEHICLES**

1. Mechanics are not permitted to work on employees' personnel vehicles.
2. This includes jump starting, unlocking door, changing flat tires, etc.
3. School District resources cannot be used for personal gain.

### **28. CHAIN OF COMMAND (PROTOCOL FOR COMMUNICATION)**

Issues in the shop should be handled at the lowest level possible.

The **chain of Command** is as follows:

1. Luis Corral
2. Melissa Twardowski
3. James Arnold
4. Gerald Bunch
5. Shana Celestine
6. Brian Merchant

## **29. AUTOMATIC CAR WASH**

1. Car wash lanes are to be clear of buses needing repairs.
2. Shop helpers will drive all repaired buses through the automatic wash before parking in them in its assigned spot at Main or 6<sup>th</sup> avenue.

## **30. ASE REIMBURSEMENT**

ASE tests that are taken and passed will be reimbursed along with the registration Fees. Tax will not be reimbursed

## **31. 6<sup>th</sup> AVE**

- Do not block fuel pumps while working on vehicles.
- Do not sit in trucks or suburban's
- Keep work area cleaned and organized at all times.
- A Site Supervisor will be the point of contact at 6<sup>th</sup> Avenue bus depot.

## **Cursing / Gossip / How to Handle Complaints and/or Concerns**

- I. Openly cursing, using vulgar and/or offensive language, screaming in anger (out of control) on any district vehicle and/or any district property is grounds for disciplinary action including up to a recommendation of termination.
- II. Any employee spreading false information about another employee of the district is grounds for disciplinary action including up to a recommendation of termination.
- III. Mansfield ISD has an established process in place for handling Complaints, Concerns, and/or filing a Grievance. Please refer to the Auxiliary Handbook and/or the District Web Site for additional information.

Note: Everyone hurts when processes and procedures are not followed. If you need assistance, please speak with a Supervisor and/or Manager for assistance.

### **1. CIVILITY**

All conversations and interaction between employees and the public/students are to be mature, professional and exhibit self-control. Interaction between employees is to consist of common courtesy and respect. At times there will be differences of opinions and disagreements. That is not a reason to treat someone with disrespect or disdain. Rude and discourteous behavior can poison an environment and create additional problems often escalating a situation.

### **2. COMPLAINTS/ISSUES/CONCERNS**

Matters are not to be aired openly or in front of people or with individuals not involved. Employees are not to fan issues by talking to others about an employee or an issue not directly related to them.



Employees are to follow the chain on command regarding grievances/complaints and not circumvent the process. Low level and routine matters are to be addressed in private with the Site Supervisor.. Issues of a more serious nature or unresolved matters are to be brought to management. The first level is to be the Operations Manager and then followed by the Assistant Director. Complaints, issues or concerns are to be in writing before the issue is to be brought to management.

Unresolved issues with management staff are to be brought to the Director. The Director is to be afforded the opportunity to resolve or address all matters.

### **3. CUSTOMER SERVICE**

Employee interactions with all people they come into contact with are to be customer service oriented. Ask yourself how would I want to be treated in this situation? How would I want to have my child treated in this situation? Interactions are to be positive and courteous. Department employees are expected to be responsive to issues or concerns

### **4. FIT FOR DUTY**

When employees arrive at work they are expected to be able to perform their job assignments. Employees unable to drive, perform their responsibilities safely are to be sent home. The absence will be counted as a dock day.

#### **Shop Staff / Mechanic / Fuel Clerk Responsibilities**

- I. Shop Staff and Mechanics that are required to maintain their CDL, T.E.A Certification, D.O.T, and Clearing House Requirements are expected to drive any district vehicle at a moment's notice when the department staffing is short. An attempt will be made to ensure a rotation schedule is in place, however, the Fleet Manager and/ or Operations Manager can review after the fact if a question arises about the assignment process from dispatch.
  - If you are asked to drive and/or attend, you are required to follow direction.
  - Any complaints, concerns, or issues with the process should be addressed by the Fleet Manager and/or the Operations Manager.
- II. If a Shop Staff and/or Mechanic is unable to drive, for whatever reason, then district policies and processes should be reviewed for compliance and any exceptions should be approved by the Director and/or the Executive Director of Operations. Any necessary medical paperwork, district leave approval process, or notification to Human Resource should be handled by the employee and/or the Director's Secretary.
- III. All Shop Staff and/or Mechanics are expected to support the department by fostering a helpful, encouraging, safe, and continuous improvement atmosphere.

Refrain from the answer being, “that is not my job.” If you are unable to help the situation, please escort the employee to the person that can assist them.

- IV. No Couples of any form can work in the shop areas or contracted parts counter.
- V. Each Mechanic is responsible for their own area, as well as the shop as a whole. Music, conversation, visitation, and anything that creates a disruption or distraction to safety is to be avoided.
- VI. Fuel trucks are to be scheduled at both locations in a timely manner to ensure no disruption in operation.
- VII. Gates are to be inspected for operation on a weekly basis by the Fuel clerk or Site Supervisor. Any repairs are to be scheduled quickly once budget processes are completed.
- VIII. Fuel stations are to be kept cleaned, supplied, and checked on a regular basis so operation is not hindered.

### **Summary of Expectations**

The sections of this handbook have been designed to help promote and establish a well-structured working environment. This summary section is a list of requirements, expectations, and directives to ensure nothing was missed in the prior pages:

- Any act by an employee that risks the safety of a student or another employee may result in disciplinary action and/or a recommendation for termination.
- Any verified act of bullying, aggression or harassment to a student, parent or another employee may result in disciplinary action and/or a recommendation for termination.
- Any verified act of sexual misconduct or harassment to a student or another employee may result in disciplinary action and/or a recommendation for termination.
- Any verified act of stealing time, misappropriation of district resources or intentional misconduct may result in disciplinary action and/or a recommendation for termination.

Mansfield ISD has high expectations and standards for all employees to exhibit on a day-to-day basis. Every employee is expected to be their best and to provide quality customer service and professional behavior.

Mansfield ISD is a great place to live, learn and teach! Every employee is important and needed for the success of the students of our district

## **Recommended Basic Tool List**

**2024-2025**

### **Adapters**

- 1/4-inch to 3/8-inch
- 3/8-inch to 1/4-inch
- 3/8-inch to 1/2-inch
- 1/2-inch to 3/8-inch
- 1/2-inch to 3/4-inch
- 3/4-inch to 1/2-inch

### **Allen Drivers**

- Standard 3/32-inch to 3/8-inch and metric 3-millimeter to 17-millimeter
- Standard Allen wrench set .05-inch to 3/8-inch
- Metric Allen wrench set 2-millimeter to 12-millimeter

### **1/4-Inch Drive Socket Set**

#### **6 or 12 point (Recommend both)**

- Standard (shallow and deep, SAE) 3/16-inch to 9/16-inch
- Metric (shallow and deep) 5-millimeter to 15-millimeter
- Standard depth 3/16-inch to 1/2-inch
- Deep 3/16-inch to 1/2-inch
- Standard depth 4-millimeter to 13-millimeter
- Deep 4-millimeter to 13-millimeter
- Short, medium, long extensions
- Ratchet handle
- Universal joint

### **3/8-Inch Drive Sockets**

#### **6 or 12 point (Recommend both)**

- Standard (SAE, deep, shallow and impact) 5/16-inch to 1-inch
- Metric (deep, shallow and impact) 7-millimeter to 20-millimeter
- Standard depth 12 Point 3/8-inch to 3/4-inch
- Deep 6-point 3/8-inch to 3/4-inch
- Standard depth 10-millimeter to 19-millimeter
- Deep 10-millimeter to 19-millimeter
- Short, medium, long extensions
- Ratchet handle
- Universal joint
- 3/8-inch to 3/4-inch Sq. Dr flexible socket
- 0-250-inch-lb. torque wrench (Preferred)

## **½-Inch Drive Sockets**

### **6 or 12 point (Recommend both)**

- Standard (SAE, deep, shallow and impact) ⅜-inch to 1 ¼-inch
- Metric (deep, shallow and impact) 10-millimeter to 27-millimeter
- Shallow ½-inch to 1⅛-inch
- Deep ½-inch to 1⅛-inch
- Shallow 13-millimeter to 32-millimeter
- Deep 13-millimeter to 32-millimeter
- Sq. Dr stud remover tool
- Breaker bar
- Short, medium, long extensions
- Ratchet handle
- Universal joint
- 0-250-foot-lb. torque wrench (Preferred)

### **Extensions**

- 2-inch
- 6-inch
- 12-inch
- 24-inch (optional for reaching transmission bellhousing bolts)

### **Hammers**

- Dead blow
- Ball-peen (16 ounce and 24 ounce)
- 4 to 5 lb. sledgehammer
- Plastic 2.5-lb. h. d.

### **Impacts**

- ½-inch
- ⅜-inch
- ¼-inch (battery- or air-powered) (Preferred)
- Impact Driver

### **Multimeter**

- Auto-ranging
- Digital read-out
- 10 mega ohm resistance

### **Pliers**

- Standard
- Adjustable

- Needle nose
- Vise-grip set
- Adjustable joint
- Locking
- Side cutters
- Slip-joint

### **Pry Bar Set**

- Small 1-foot
- Medium 2-foot
- Large 3-foot

### **Ratchets**

- ½-inch standard ratchet
- ¾-inch standard ratchet
- ¼-inch standard ratchet
- ½ - inch Breaker bar

### **Screwdrivers**

- Philips
- Flatheads

### **Torque Bit Drivers**

- T10
- T15
- T20
- T25
- T27
- T20
- T40
- T45 (medium and long shaft drivers)

### **Wiring Equipment**

- Crimping tool
- Wire stripping tool
- Wire cutters
- Handheld torch
- Test light

### **Wrenches**

- Standard (SAE), 5/16-inch to 1¼-inch

- Metric, 8-millimeter to 22-millimeter
- Combination standard  $\frac{3}{8}$ -inch to  $1\frac{1}{4}$ -inch
- Combination metric 6-millimeter to 26-millimeter
- Flare nut standard  $\frac{3}{8}$ -inch to  $\frac{3}{4}$ -inch
- Flare nut metric 7-millimeter to 19-millimeter
- Adjustable 6 inch
- Adjustable 12 inch
- Pipe wrench 10-inch or 14-inch
- Filter wrench

## **Files**

- 12-inch fine
- 12-inch course
- Round
- Half-round
- 6-inch triangle

## **Punches**

- Pin  $\frac{3}{16}$ -inch to  $\frac{3}{8}$ -inch
- Center 5-inch
- Cold chisel
  - $\frac{3}{8}$ -inch blade to 5-inch length
  - $\frac{5}{8}$ -inch blade to 6-inch length
  - $\frac{7}{8}$ -inch blade to 7-inch length
- Starter  $\frac{3}{16}$ -inch to  $\frac{3}{8}$ -inch
- Brass punch

## **Feeler Gauges**

- .005-inch to .05-inch
- .005-millimeter to .07-millimeter

## **Additional Items**

- 12-foot measuring tape
- 15-inch aligning bar
- Adjustable all-angle inspection mirror
- Brake pad gauge
- Cotter key extractor
- Flashlight
- Flexible retrieving and holding tool
- Gasket scraper 1-inch wide
- Hacksaw
- Hearing protection
- Knife
- Magnetic pickup tool (telescoping)

- O-ring pick set
- Rolling head pry bar
- Safety glasses
- Tire air chuck
- Tire gauge (truck-type)
- Valve core replacement tool
- Wire brush