

Bus Assistant

Purpose Statement

The job of Bus Assistant is done for the purpose/s of assisting special education students while they are being transported to and from school; and providing a consistent environment, discipline and guidance for the students while they are on the bus.

This job reports to Assistant Supervisor of Transportation

Essential Functions

- Assists in conducting emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Assists Bus Driver in maintaining the interior cleanliness of the bus for the purpose of maintaining appearance, sanitation and safety of vehicle.
- Assists students (e.g. tying shoes, hats, coats, personal hygiene, etc.) for the purpose of providing for their needs during transport, safe loading and unloading from buses including both emergency situations and normal transport.
- Attends meetings (e.g. training, inservice, discipline meetings, conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Communicates with parents, teachers, bus drivers or administration regarding behavior issues, activities, special pickup/drop-off schedules, etc. for the purpose of conveying and/or receiving information.
- Informs students of bus safety and requirements for the purpose of enforcing rules and regulations and providing positive discipline and guidance for students.
- Lifts students and/or equipment (e.g. bus lifts, wheel chairs, Q-strains, etc.) for the purpose of positioning or repositioning students as appropriate.
- Monitors student behavior for the purpose of diffusing situations and/or preventing distraction to the driver or injury to themselves or other students/passengers.
- Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying information.
- Reports observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Secures students and/or equipment (e.g. wheelchairs, car seats, restraints, seat belts, etc.) for the purpose of ensuring the safety and welfare of students.

Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and utilizing restraints and assistive equipment.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and approved procedures/techniques involved in supervising students.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; being flexible; communicating with children with diverse disabilities; developing relationships with students; and demonstrating and/or modeling appropriate behavior.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is not required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Alcohol and Drug Test

Certificates and Licenses

CPR/First Aid Certificate

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade