



BUS ASSISTANT

GENERAL RESPONSIBILITIES

Perform responsible human support work assisting with the transportation of pupils with special transportation needs to and from school, providing help to the school bus driver; securing passengers in their seats; assisting students boarding and leaving the school bus.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist students on and off buses.
- Ensure that all student passengers, including those in wheelchairs and braces, are properly secured in their assigned seats or wheelchair slot.
- Assist in controlling student behavior.
- Tend to the special needs and conditions of each student.
- Learn bus routes, schedules, and pickup points.
- Assist substitute drivers with directions.
- Keep abreast of route and bus stop changes and student day care arrangements.
- Assist drivers in conducting bus evacuation drills.
- Assist drivers in maintaining a clean bus interior.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the transportation of students; some knowledge of transporting handicapped students; ability to assist students with patience and understanding; ability to establish and maintain effective working relationships with school officials, parents, associates, and students.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, repetitive motion, and reaching. Occasional walking, standing, bending, climbing, and fingering. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 4/9, 7/20
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