

Job Title: **Bus Assistant**  
 Job Family: **Transportation**  
 Pay Program: **Classified**  
 Typical Work Year: **9 months**

Job Code: **1255**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 16**  
 Typical Work Year: **9 months**

**SUMMARY:** Assists district bus drivers with the safe transportation of students with disabilities. Monitors students at designated crossings to ensure students have safe passage.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Job Tasks Descriptions   | Frequency | % of Time |
|--|-----------|-----------|
| 1. Monitor students during transportation, including intervening in disputes or arguments, restraining destructive or disruptive behavior and providing basic first-aid as necessary. Handle or assist with emergency evacuations when necessary, following the correct listing and positioning procedures. Monitor students at designated crossings to ensure students have safe passage.   | D         | 50%       |
| 2. Assist the bus driver with students with disabilities including safely loading and unloading student in wheelchairs, strollers, etc., by utilizing and operating the bus lift, correctly positioning and safely securing the wheelchair, stroller, etc., using the wheel locking system and tie down securements. Assist the bus driver by greeting walk on students and with safely securing students who are required to use a safety vest and/or child safety restraint system following the procedures provided by district training and equipment specifications. Observe students as they take their assigned seat and throughout the bus ride to and from school.. | D         | 20%       |
| 3. Monitor and assists students to ensure a safe arrival/departure from/to the bus. Handle any changes to a different bus as student needs arise.  | D         | 15%       |
| 4. Secure special needs equipment in a safe manner to limit motion during transport, including wheel chair trays, walkers, oxygen tanks and any adaptive/assistive devices.  | D         | 5%        |
| 5. Completes and submits required paperwork/documentation as required and ensures the confidentiality of student information.  | D         | 5%        |
| 6. Perform other job-related duties as assigned.   | Ongoing   | 5%        |
| TOTAL  |           | 100%      |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or equivalent.
- Vocational school or short-term courses in conflict resolution, student behavior, and working with students with disabilities preferred.
- Working knowledge of and experience with students with disabilities is preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer Department of Transportation physical examination.
- CPR and First Aid certifications required within one month after entering position.
- Training regarding medical health issues such as precautionary handling of student with contagious and/or communicable diseases and care, intervention and management of students who have severe medical/health conditions. Training is provided by the district as appropriate.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Problem solving skills.
- Ability to occasionally lift 50 pounds.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.

- Ability to work with children with disabilities.
- Ability to promote and follow federal, state and local laws.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of power lifts or ramps, adaptive and assistive devices (oxygen containment systems, suctioning equipment, apnea monitors, ventilation equipment, etc.) and devices used to support and secure students (mobile seating devices, child safety restraint, safety vest, special belts, assistive technology devices, trays and securing hardware, belt cutters and fire blankets) required during training after entering position.
- Operating knowledge of various types of wheel chairs, scooters, strollers and tie downs required during training after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

|                    | <b>POSITION TITLE</b>             | <b>JOB CODE</b> |
|--------------------|-----------------------------------|-----------------|
| <b>Reports to:</b> | Transportation Operations Manager | 3057            |

|                        | <b>POSITION TITLE</b>                                | <b># of EMPLOYEES</b> | <b>JOB CODE</b> |
|------------------------|--|-----------------------|-----------------|
| <b>Direct reports:</b> | This job has no direct supervisory responsibilities. |                       |                 |

- Responsible for supervising the behavior and well-being of students getting on and off the bus, and during the bus ride.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| <b>PHYSICAL ACTIVITIES:</b>         | <b>Amount of Time</b> |                  |                   |                 |
|-------------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                     | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| Stand                               |                       | X                |                   |                 |
| Walk                                |                       | X                |                   |                 |
| Sit                                 |                       |                  |                   | X               |
| Use hands to finger, handle or feel |                       |                  |                   | X               |
| Reach with hands and arms           |                       |                  |                   | X               |
| Climb or balance                    |                       | X                |                   |                 |
| Stoop, kneel, crouch, or crawl      |                       |                  | X                 |                 |
| Talk                                |                       |                  | X                 |                 |
| Hear                                |                       |                  |                   | X               |
| Taste                               | X                     |                  |                   |                 |
| Smell                               |                       | X                |                   |                 |

| <b>WEIGHT and FORCE DEMANDS:</b> | <b>Amount of Time</b> |                  |                   |                 |
|----------------------------------|-----------------------|------------------|-------------------|-----------------|
|                                  | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| Up to 10 pounds                  |                       |                  | X                 |                 |
| Up to 25 pounds                  |                       |                  | X                 |                 |
| Up to 50 pounds                  |                       | X                |                   |                 |
| Up to 100 pounds                 | X                     |                  |                   |                 |
| More than 100 pounds             | X                     |                  |                   |                 |

| <b>MENTAL FUNCTIONS:</b> | <b>Amount of Time</b> |                  |                   |                 |
|--------------------------|-----------------------|------------------|-------------------|-----------------|
|                          | <b>None</b>           | <b>Under 1/3</b> | <b>1/3 to 2/3</b> | <b>Over 2/3</b> |
| Compare                  |                       | X                |                   |                 |
| Analyze                  |                       | X                |                   |                 |
| Communicate              |                       |                  |                   | X               |
| Copy                     | X                     |                  |                   |                 |
| Coordinate               |                       | X                |                   |                 |
| Instruct                 |                       | X                |                   |                 |

| MENTAL FUNCTIONS:    | Amount of Time |           |            |          |
|----------------------|----------------|-----------|------------|----------|
|                      | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compute              | X              |           |            |          |
| Synthesize           | X              |           |            |          |
| Evaluate             |                | X         |            |          |
| Interpersonal Skills |                |           |            | X        |
| Compile              | X              |           |            |          |
| Negotiate            | X              |           |            |          |

| WORK ENVIRONMENT:                     | Amount of Time |           |            |          |
|---------------------------------------|----------------|-----------|------------|----------|
|                                       | None           | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X              |           |            |          |
| Work near moving mechanical parts     |                |           | X          |          |
| Work in high, precarious places       | X              |           |            |          |
| Fumes or airborne particles           |                | X         |            |          |
| Toxic or caustic chemicals            | X              |           |            |          |
| Outdoor weather conditions            |                | X         |            |          |
| Extreme cold (non-weather)            | X              |           |            |          |
| Extreme heat (non-weather)            | X              |           |            |          |
| Risk of electrical shock              | X              |           |            |          |
| Work with explosives                  | X              |           |            |          |
| Risk of radiation                     | X              |           |            |          |
| Vibration                             | X              |           |            | X        |

| VISION DEMANDS:   | Required |
|---|----------|
| No special vision requirements.                           |          |
| Close vision (clear vision at 20 inches or less)          | X        |
| Distance vision (clear vision at 20 feet or more)         | X        |
| Color vision (ability to identify and distinguish colors) | X        |
| Peripheral vision   | X        |
| Depth perception  | X        |
| Ability to adjust focus                                   | X        |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet   |                |
| Quiet        |                |
| Moderate     | X              |
| Loud         |                |
| Very Loud    |                |