

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 TASKS

(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

High School Diploma

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

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Must have the ability to drag 80 lbs. and lift up to 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license