

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

|                     |                                              |
|---------------------|----------------------------------------------|
| <b>Job Title:</b>   | <b>Bus Assistant</b>                         |
| <b>Pay Table:</b>   | Support                                      |
| <b>Pay Grade:</b>   | 1                                            |
| <b>FLSA Status:</b> | Non-Exempt                                   |
| <b>Job Code:</b>    | 840                                          |
| <b>Reports to:</b>  | Special Education Transportation Coordinator |

### **JOB SUMMARY**

Under the general supervision of the Special Education Transportation Coordinator, the Bus Assistant assists and monitors students, and maintains order as students are transported on district school buses. May be required to assist with medical needs as directed by student individual health care plans.

### **ESSENTIAL JOB FUNCTIONS**

- Assists students on and off bus. Operates wheelchair lift as required. Assists children from wheelchair to seat, secures in safety vests, star seats, or seatbelts. Secures wheelchairs, strollers, walkers, etc. Assists students across street in front of bus, if necessary. Assures that Head Start and Preschool students are securely buckled into safety seats.
- Assists in maintaining order on bus to ensure student and driver safety. Creates seating charts and evacuation plan in collaboration with driver and posts on bus.
- Answers student questions, raises and lowers windows and responds to other student needs.
- Assists bus driver with emergency evacuation drills and provides help for students in case of emergency.
- Maintains familiarity with the bus routes and provides substitute drivers with directions as required.
- Trained with a working knowledge of basic bus functions in case of emergency.
- Follows behavior management plan as directed by supervising teacher. Completes and maintains incident, conduct reports and seizure logs. Maintains behavioral tracking and other student documentation as required.
- Assists students by ensuring aggressive behavior is noted and addressed.
- Gathers completed medical emergency forms and student release forms from parents. Maintains in file for use in a medical emergency or when parent is not available to receive student.
- Is familiar with students' Health Care Plans and follows instructions in case of emergency.
- Responsible to have parents or other authorized adult sign Head Start and preschool

students on and off the bus.

**MINIMUM REQUIREMENTS**

- High School diploma or equivalent.
- Some experience working with children preferred.
- The following certifications are required and may be obtained after hiring: First aid certification, CPR certification, District approved restraint training certification.
- Training may be required in one or more of the following areas as needed for a particular student: Health care plans, Behavior Management, Seizure Management, Blood Borne Pathogens, Safety Care.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical calculations.
- Good interpersonal skills including ability to empathize with and discipline children.
- Ability to use small office equipment and computers.

**PHYSICAL DEMANDS**

Heavy work: Exerting up to 125 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*