

Bus Safety Assistant
New Hanover County Schools

Job Description

Class: Classified
Dept: Transportation

TITLE: Bus Safety Assistant

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Some experience in working with students (experience with physically handicapped and/or related where applicable).
3. Valid North Carolina CDL with P and S endorsements.
4. Minimum 6 months driving experience.

REPORTS TO: Bus Coordinator

JOB GOAL: To ride on a school bus and assist the bus driver with the safety, movement, management, and care of students boarding the bus, leaving the bus, or being transported on it. The safety assistant will require students to conform to the rules and regulations established by the local board of education for the safety of students riding school buses. Functions as a substitute bus driver as needed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Maintain order on the bus, reports discipline problems to proper staff.
3. Make certain that students are seated while bus is in motion.
4. Supervise loading and unloading of bus.
5. Helps students cross highways safely when needed.
6. Assist students and drivers as needed.
7. Assist in keeping discipline on the bus.

8. Assure that seat belts and other safety restraining devices are used, and that they are securely fastened.
9. Assist driver when backing up and for all turn arounds.
10. Perform duties and responsibilities of substitute bus driver as needed.
11. Perform other related duties as directed by the Supervisor/Coordinator.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: NHCS Bus Safety Assistant Pay Scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Good knowledge of care and discipline of students.
- Ability to deal patiently and effectively with students.
- Ability to deal courteously and effectively with school principals and parents.
- Demonstrates patience and understanding.
- Sincere interest in helping students.
- Sincere interest in student safety.
- Ability to repeat the same hand, arm, finger motion many times; ability to use hand strength to grasp the steering wheel and door; and the ability to move up to 75 pounds at least 25 feet.
- Ability to jump out of the rear bus door or side door as needed for evacuation.
- Ability to continuously sit, to continuously walk or stand; to frequently bend or twist at the neck and trunk while performing duties.
- Vision abilities of close vision, color vision, depth perception and peripheral vision.
- Willingness to work in varying and adverse conditions.
- Good physical condition.
- Ability to follow basic verbal and written instructions.
- Ability to operate a school bus based on the job description for a bus driver.