

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Bus Aide

**DEPARTMENT/DIVISION:** Special Education

### **POSITION SUMMARY:**

Under general supervision assists in providing safe transportation for Regular and Special Education students by riding a school bus or other transportation vehicle; assists the driver in the loading, unloading and securing of students; monitors and assists in the care of the students. This is a 10 month position with a varied schedule.

### **ESSENTIAL FUNCTIONS:**

1. Assist drivers in the loading, unloading and securing of Regular and Special Education students; assure safety devices such as seat belts, harnesses, tie downs, safety vests and other adaptive and assistive devices are properly utilized and operated according to established procedures and guidelines.
2. Monitor student behavior to assure children remain seated and comply with bus safety procedures; provide assistance to meet the special needs of the students and maintain order during transportation; enforce District discipline and behavior policies.
3. Determine appropriate action in potential or real medical emergency situations according to established guidelines; administer first aid to passengers as necessary.
4. Maintain routine records regarding assigned students and communicate with parents, teachers and other District staff regarding student needs, issues and concerns.
5. Attend trainings required to provide services to students, operate safety equipment, and maintain knowledge of emergency vehicle evacuation procedures.
6. Provides general clerical assistance to the Special Education Department as determined by the work schedule.
7. Maintain regular and prompt attendance in the workplace.
8. Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:** Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Must pass the District proficiency test and pre-employment physical. Must possess or be able to obtain a valid First Aid and CPR Certificate issued by the American Red Cross.

### **SKILLS AND QUALIFICATIONS:**

1. Knowledge of methods and techniques for meeting the special needs of student riders and responding to health and behavior issues.
2. Knowledge of health, safety and child abuse regulations and policies.
3. Ability to assist with the loading, unloading and securing of student riders in order to provide them with safe transportation.
4. Ability to monitor, observe and control student behavior according to District policies and procedures.
5. Ability to administer First Aid and CPR when necessary.
6. Knowledge of the proper application of various adaptive and assistive devices including harnesses and tie downs.
7. Ability to communicate effectively with District staff, students and parents and establish cooperative and effective working relationships.

### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. Push/pull up to 75 lbs.
5. Lift and carry up to 75 lbs.
6. Run short distances.

7. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.

**WORK ENVIRONMENT:** Employees in this position will be required to work indoors, outdoors and inside District vehicles under various weather conditions and temperatures during the course of the required schedule, including inclement weather conditions. Employees may be exposed to varying levels of bus noise and fumes depending on assignment being performed.

**SALARY :** Classified Salary Range 24

Board Approved: August 26, 2014