TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Bus Assistant **CLASSIFICATION: Classified**
DEPARTMENT: Transportation **Range: 9**

DESCRIPTION OF POSITION

Under the direction and supervision of the Supervisor of Transportation, monitor students' behavior and assists the school bus driver to maintain appropriate student behavior on school buses transporting special education students to and from school.

REPRESENTATIVE DUTIES

- Assist the bus driver in maintaining good student conduct on the bus. E
- Make sure students do not undo their seat belts and leave their seats while the bus is moving. E
- Assists in loading and unloading passenger and special equipment on and off the bus. E
- Assist students from bus to school and school to bus, as needed. E
- Work with teachers and parents in implementing behavior management techniques to reduce inappropriate behaviors on the school bus. E
- Report students with inappropriate or unacceptable behavior to the proper authority, and complete required forms. E
- Provide specified medical support for students on board the bus. E
- Assist driver in conducting emergency evacuations. E
- Other job-related duties as assigned.

E = Essential Duties as required by the Americans with Disabilities Act.

EDUCATION AND CREDENTIALS

Minimum Qualifications:

- Red Cross First Aid Certificate (required for all) and CPR Certificate (if required) or ability to obtain certificate within 3 months. Must maintain and renew certification.

Knowledge of:

- Knowledge of and ability to assist students with various special needs and related equipment.
- Knowledge of general school bus passenger safety.

SKILLS AND ABILITIES

- Must be physically able to assist in lifting students.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to direct, motivate, listen and encourage students.

PHYSICAL REQUIREMENTS

Frequency Key	
None	(1)
Occasional (up to 25% of shift)	(2)
Intermittently (up to 50% of shift)	(3)
Frequently (up to 75% of shift)	(4)

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	2
Twist	2		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	3
Kneel	2		Lift/carry 41-100 lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	1
Use Right Hand	4		Perform Repetitive Hand Motions	3
Use Left Hand	4		Keyboarding/Mouse Work	1
Ability to See	4		Ability to Hear	4

THE TRAVIS UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

BOARD APPROVED: 1/16/2024