

**Memorandum of Understanding (MOU)**  
**Between Tumwater School District and Tumwater United PSE Chapter #526**

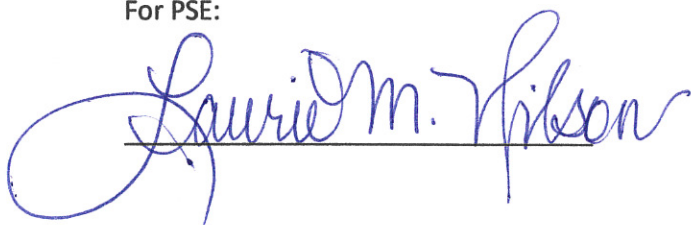
The Tumwater School District ("the District") and the Tumwater United PSE Chapter #526 hereby enter into the following agreement regarding the addition of "Bus Aide" as a new job category in Section 1.4.

The parties recognize the importance of providing for the safety of students being transported on District buses. In certain cases, the use of adding a bus aide to selected routes is believed to be necessary. This MOU establishes clear procedures for the adding of "Bus Aide" to the PSE contract.

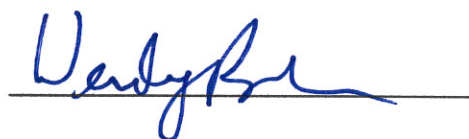
1. The District and PSE Chapter #526 will agree upon the new classification of bus aide under Section 1.4.
2. The District and PSE Chapter #526 will agree upon the job description of the bus aide as attached. See exhibit A.
3. The District and PSE Chapter #526 will agree upon the salary schedule of the bus aide as attached. See exhibit B.
4. The District will determine when there is a need to hire bus aide(s) and for what routes they will be placed on.
5. Bus aides will be entitled to all rights under the 2023-2026 PSE contract.

This Memorandum of Understanding will be in effect for the length of the current collective bargaining agreement and will be incorporated into the parties' collective bargaining agreement in the final successor agreement.

For PSE:

A handwritten signature in blue ink, reading "Laurie M. Wilson", written over a horizontal line.

For the District:

A handwritten signature in blue ink, reading "Wendy B.", written over a horizontal line.

Date:

10-26-2023

Date:

10-26-23

**TUMWATER SCHOOL DISTRICT NO. 33**  
**621 Linwood Avenue • Tumwater, Washington 98512**  
**360-709-7020**

**JOB DESCRIPTION**

**TITLE: Bus Aide – Transportation**

**QUALIFICATIONS:**

- High School Diploma or Equivalent
- Job experience working with students including medically fragile and emotionally disturbed children
- Possession of a valid driver's license
- General knowledge of the transportation of students
- Excellent communication skills necessary to positively interact with the students, parents, and staff members
- Ability to sit for long periods of time

**JOB SUMMARY:**

This position of the Bus Aide will assist the bus driver in providing for a safe transportation of specific groups of students to and from school or on specific activities. The Bus Aide may be responsible for loading and unloading students, securing in seats, securing wheelchairs, and supervising their proper and safe behavior during transit. The aide may also be required to assist the driver in determining first aid needs and in applying first aid to students during transit. If an emergency evacuation of the bus becomes necessary, the assistant is responsible to help evacuate the bus and must be able to carry students to a safe location away from the bus.

**ESSENTIAL FUNCTIONS:**

- Ensures that students follow rules and regulations on and around the bus
- Oversees student behavior around and on the bus, assuring that students get on and off the bus in an orderly fashion
- Loads and unloads children, including but not limited to those in a wheelchair and/or ambulatory student
- Secures all students when necessary in restraints
- Provides watchful vigilance over students at all time
- Attends to passenger needs in route
- Awareness of placement and knowledge in usage of emergency equipment located inside the bus (reflectors, first aid kit, fire extinguisher, two-way radio)
- Enforce safety rules and regulations, report problems to driver
- Restrain students as needed to ensure that they do not injure themselves or others
- Escort students as needed
- Maintain updated knowledge on school policies and procedures that affect this position
- Promptly report incidents to bus driver and school staff
- Handle confidential information with care
- Assist bus drivers and substitute drivers with directions
- Learn bus routes, schedules and pickup points
- Present a neat, clean and courteous appearance to parents, students, school personnel and the general public
- Must have own means of transportation to travel and meet the assigned bus/driver

**PHYSICAL DEMANDS:**

Must be alert at all times and able to respond to emergencies. Must be able to lift and carry a child up to 50 pounds. Must be able to operate the special equipment on the school bus (Wheelchair lift, wheelchair tie downs, car seat, etc.). Requires early morning hours and some late evening hours. Successfully complete all First Aid and CPR requirements in a timely manner. There is a no cell phone use policy while working on a school division owned vehicle and/or while caring for or supervising students.

**POTENTIAL MODIFICATIONS:**

Employer handles this on a case by case basis.

RESPONSIBLE TO: Supervisor of Transportation  
SCHEDULE: Tumwater School District Calendar

SALARY: Tumwater School District Salary Schedule  
CONTACT: Human Resources - 360-709-7020

***EQUAL OPPORTUNITY EMPLOYER:*** Tumwater School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator: Shawn Batstone, 360-709-7030, [shawn.batstone@tumwater.k12.wa.us](mailto:shawn.batstone@tumwater.k12.wa.us) and Section 504 Coordinator: Christine Burgmeier 360-709-7040, [Chris.burgmeier@tumwater.k12.wa.us](mailto:Chris.burgmeier@tumwater.k12.wa.us). Address: 621 Linwood Ave, Tumwater, WA 98512

**PLEASE SEE JOB DESCRIPTION FOR COMPLETE LIST OF ESSENTIAL FUNCTIONS, REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES.**

Bus Aide (80% of bus driver)	Sub 94	<del>PERC 92.5</del>	STEP 1 YEAR 1	STEP 2 YEAR 2	STEP 3 YEAR 3	STEP 4 YEAR 5-9	STEP 5 YEAR 10+
	\$ 17.80	<del>\$ 19.37</del>	\$ 20.94	\$ 21.68	\$ 22.41	\$ 23.14	\$ 23.87