



South Lane School District

Job Description

Job Title: Bus Assistant (aide)
Assignment: All District Sites
Reports To: Transportation Supervisor
Evaluated By: Transportation Supervisor

JOB SUMMARY

The Bus Aide works under limited supervision to ensure safe and comfortable transportation of District special needs students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Follows and maintains knowledge of all applicable District policy (ies) and procedures.
2. Assist bus driver with all aspects of student boarding, conduct and safety.
3. Assist students with seat belts, infant and toddler seats, harnesses and other safety restraints.
4. Loads, secures and unloads wheelchairs on and off the bus.
5. Maintains a safe and clean bus and work area as well as high standard of personal cleanliness and grooming.
6. Maintains confidentiality of privileged student information.
7. Monitors student behavior. Enforces District regulations and student code of conduct.
8. Assists bus driver with emergency evacuation or evacuation drills.
9. Maintains appropriate certifications and training hours as required.
10. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Participates in staff meetings and professional development activities as directed.
 2. Help maintain cleanliness of staff room and restroom.
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SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bus Assistant (Aide)

1. **Education and/or Experience:** High school diploma or General Education Diploma (GED). Maintain continuing education requirements as required by the District and Oregon Department of Education.
2. **Certificates, Licenses, Registrations:** Certificates as determined by the District including a criminal justice fingerprint background check and First Aid card.
3. **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact and communicate with students, staff and community members appropriately. Create a safe and welcoming atmosphere for students and staff
4. **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, student behavior referrals. Ability to follow written directions. Documents all accidents and student injuries.
5. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
6. **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations
7. **Computer Skills:** General knowledge of computer usage and ability to use e-mail.
8. **Other Skills and Abilities:** Monitors student behavior. Enforces District regulations. Maintains high standards and enforces student conduct code. Duties may require work hours outside a “typical” shift. (early morning/late afternoons) Split shifts are typical.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, see and hear. The employee is frequently required to walk; stand; sit and use hand to assist students. The employee is occasionally required to lift, carry and move work related supplies and equipment or students in the event of an emergency bus evacuation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and may be affected by unpredictable, disruptive and/or unruly student behavior. Engine noise will vary from bus to bus. The employee may occasionally be required to wear protective clothing (typically gloves) and use safety equipment. Employees may be exposed to blood-borne pathogens, body fluids, communicable diseases, adverse weather conditions and temperature extremes. Employees have the potential to be exposed to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises and odors. Employee must be able to work while riding in a school bus without motion sickness.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee

Prepared Date: March 2014

Reviewed/Adopted By: SLSD School Board

Review Date: June 2014

I have read and understand this job description.

Signature:

Date:
