



**Job Title:** Special Needs Transportation Aide

**Supervisor:** Special Needs Bus Supervisor, Bus Supervisor at area High School or High School Principal

**Terms of Employment:** 180 days

**Job Summary:**

Supervise students on school bus as they are transported to and from school.

**Essential Duties:**

1. Assist bus driver in the proper loading and unloading of students.
2. Establish a safe, supportive, positive and productive environment on the bus.
3. Properly secure safety equipment and wheelchairs.
4. Maintain a neat and clean personal appearance. Required uniform is provided.
5. Documentation of student information when required.
6. Report personal absences in appropriate time so the supervisor can secure a substitute.
7. CPR, first aid and Diastat administration required as needed with training provided by the district.
8. Maintain student discipline.
9. Must be familiar with school bus braking procedures in case of an emergency.

**Other Duties:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Support Personnel

**Job Specifications:**

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.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. At least 18 years of age.
2. High school diploma or equivalent required.
3. No CDL endorsement required.
4. Verbal and written communication skills.
5. Help ensure the safe operation of HCS Special Needs buses.
6. Ability to address the needs of special needs students with various conditions.
7. Successfully pass the Physical Performance Test.
8. Provide a negative TB test.
9. Proof of American Citizenship or Employment Authorization.



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### **Physical Requirements:**

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. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 125 pounds.
- Must be able to exit through the rear emergency exit of the bus.
- Must be able to drag 125 pounds 30 feet in 30 seconds.
- Must be able to go up and down the school bus steps rapidly three times.
- Must be able to hold the brake pedal down for sixty (60) seconds.
- Must be able to alternate quickly between the throttle and the service brake.
- Must be able to open and close a manually operated bus service door.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

### **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.

### **Pay Grade:** 102

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***