Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Bus Assistant and Standby Bus Assistant**

Qualifications:

Credentials: Appropriate Oklahoma Commercials Driver's License (CDL) and State Department of Education School Bus Driver Certificate preferred.

Education: High school, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Required: As stated above. Prefer someone who is dependable and who has sensitivity for disabled children. Other qualifications as the administration and Board may find appropriate and acceptable.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Must possess communication skills to exchange information, give/receive simple instructions and respond to inquiries. Many of the students may be physically and mentally disabled.

Reading and Interpreting: Reads and interprets routine written or printed material.

Tools and Equipment Usage: Uses tools or equipment in a manner requiring some training or instruction. Must know how to operate a wheel chair lift and assist in fastening students on bus.

Site: **Various**

Reports To: **Director of Transportation, Bus Driver while en route.**

Job Goal (Purpose of Position): Performs semi-skilled level duties under general supervision of the Director of Transportation and indirect supervision of bus driver to assist disabled and special education children in their transportation to and from school and various activities. In addition must be sensitive to special needs of each student and attend to those needs while in transit.

An incumbent in this position will interpret policies and procedures and follow predetermined solutions established by higher level supervision or operating procedures.

Contact with Others: An incumbent in this position has regular contact with other children, teachers/staff/sponsors, and parents/guardians of bus riders. Job requires interpreting and translating facts and information, explaining and advising passengers of

the rules, and assisting the bus driver. If a passenger becomes excessively rude, unmanageable or uncontrollable, the incumbent must take control of the situation.

Other Performance Measures:
Successful performance of the job requires good people skills to deal with difficult situations, assist disabled passengers and be sensitive to special needs, control unruly and often difficult passengers effectively while operating the bus and to resolve problems effectively with parents. It requires following safety guidelines and policies in order that passengers are transported to their destinations safely and that no harm comes to private/public property or equipment. It requires following school dress standards, being on time and being dependable, and handling other district requirements. Creativity, initiative, and effective problem solving are important to prevent problems from occurring and to resolve them after they occur. Incumbents must like working with children and especially be sensitive to the needs of disabled children.

Essential Job Functions:

1. Load and unload and properly secure all students dependent on mobility assistance aids or mobile seating devices.

2. Properly secure all assistance devices and equipment as necessary on an individual basis.

3. Assists ambulatory children to and from seat.

4. Accompanies special needs students across the streets and at various locations as required.

5. Observes students to prevent interior bus destruction or other concerns.

6. Works with parents and families of special needs children to understand specific needs.

7. Must clean up vomit and other messes from accidents.

8. Assists driver in any emergency situation/in case of accident, or with seizures, etc.

9. Performs other duties as assigned.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

In a work day, the employee must sit 3-5 hours per day; stand/walk 1-2 hours per day.

Employee's job requires frequent bending/stooping; squatting/crouching; reaching above shoulders; and pushing/pulling. Employee's job requires frequent carrying/lifting of up to 50 pounds and occasional carrying/lifting up to 75 pounds across 40 feet of level ground in order to lift or assist non-wheel chair passengers into seat.

Employee must possess hearing/speaking requirement enough to communicate to driver, children, parents, and others. Employee must have mental requirement to know safety procedures for special needs children, know each child's special needs, and to handle discipline problems. Employee's job requires working outdoors with temperature changes; exposure to bodily fluids, dust, etc. Employee must have patience and caring for disabled children.

TERMS OF EMPLOYMENT:	181 days per year
SALARY:	Category A
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93
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