

Bus Aide

Purpose Statement

The job of Bus Aide is done for the purpose/s of providing support within the student transportation services area with additional responsibilities for assisting special education students during transport to and from school and/or special activities; and ensuring the safety and sanitation of assigned vehicles.

This job reports to Manager, Transportation

Essential Functions

- Assists passengers (e.g. students, special education students, etc.) for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.
- Attends a variety of meetings (e.g. unit meetings, in-service training, workshops, etc.) for the purpose of gathering information required to perform job functions.
- Cleans assigned vehicles (e.g. picks up trash, helps wipe up spills, etc.) for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Instructs students (e.g. safety requirements, actions to stop bullying, etc.) for the purpose of enforcing rules and regulations while maintaining student safety and well-being.
- Prepares reports (e.g. incident reports, passenger misconduct, etc.) for the purpose of documenting activities, providing written reference, conveying information, and complying with established guidelines.
- Provides support for students riding the bus (e.g. homework, emotional support, etc.) for the purpose of helping students as needed during daily and special event bus trips.
- Reports observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- Secures students using special needs equipment (e.g. restraints, wheel chair tie downs, etc.) for the purpose of ensuring the safety and well-being of students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; and operating equipment used in transporting special needs students.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: bus safety practices and procedures; and requirements for special needs students.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem

solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

10 Year Motor Vehicle Record
Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

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