

**William S. Hart Union High School District****Position Description**

Position: BUS ASSISTANT	
Job Family: Student Support Services	FLSA: Non-exempt
Approved by: Personnel Commission, June 17, 2009	Salary Range: 070

**Summary**

Under the direction of an assigned administrator, ride a school bus or other transportation vehicle to provide safe and secure transportation for students with physical, medical, educational and emotional disabilities; assist drivers in the loading, unloading and securing of handicapped students.

**Distinguishing Career Features**

The Bus Assistant is responsible for the safety and caring of students with special needs while on a school bus or other transportation vehicle. Appointment to this position requires individual competency through formal training in First Aid and CPR.

**Essential Duties and Responsibilities**

- Ride a school bus or other transportation vehicle to provide safe and secure transportation for students with physical, educational and emotional handicaps.
- Assist drivers in the loading, unloading and securing of handicapped students; assure seat belts, harnesses and wheelchair clamps are secured as required.
- Provide basic medical care and first aid to students according to established District procedures and policies; contact local emergency services personnel as necessary.
- Assist substitute drivers over routes as necessary.
- Maintain current knowledge of Emergency Evacuation procedures as required; attend in-service meetings and training courses as assigned.
- Maintain order and discipline on bus as required; monitor student activities and assure compliance with bus safety procedures.
- Perform related duties as assigned.

**Qualifications****Knowledge and Skills**

- Safe practices concerning school bus transportation.
- Problems and concerns of students with special needs.
- Health and safety regulations.

**Abilities**

- Ride a school bus for children with special needs.
- Assist school bus driver in maintaining discipline while bus is in operation assuring safety of students.
- Maintain proper records and documentation.
- Assist student loading, unloading and seating arrangements as required.
- Understand and relate to children with special needs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift students according to established guidelines.
- Maintain current knowledge of Emergency Evacuation procedures.
- Observe health and safety regulations.

**Physical Abilities**

Sit for extended periods of time; see to monitor bus activities; lift, carry, push, or pull adaptive equipment and children; hear and speak to exchange information to parents, teachers, and drivers; bend at the waist, kneel, or crouch.

**Education and Experience**

Completion of 12<sup>th</sup> grade or equivalent and one year experience working with children with physical, medical, educational, and/or emotional disabilities.

**Licenses and Certificates**

Valid First Aid and CPR certificates.

**Working Conditions**

Work environment is in a school bus or other transportation vehicle environment with considerable distraction from bus activities. Hazards may involve attending to students on a moving vehicle, potential contact with body fluids, and attending to unruly students who may hit, scratch, or spit.