



Job Title: School Bus Assistant

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 11

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to assist Special Education Bus Drivers with the transportation of students to and from various school bus stops, extracurricular activities, planned events, and school facilities.

ESSENTIAL JOB FUNCTIONS

- Maintains optimum safety on board school bus with heightened awareness of driving conditions and surroundings, and in observance of established safety precautions and driving procedures.
- Assists students on and off school bus; Buckles seat belts; renders sensitive assistance to riders with special needs; Facilitates the safety of all passengers.
- Assists bus operators with wheelchair tie downs and lifts.
- Attends to the needs of special needs students during transportation, e.g., oxygen tasks, tubing, wheelchairs, and braces.
- Identifies and responds to health emergencies and provide life sustaining procedures as needed.
- Assists the bus operator with the route and student accounting.
- Instructs children in safety precautions and practices; Assists with conducting emergency evacuation drills with students on buses.
- Maintains discipline on the bus; Assists with reporting tasks of unruly behavior to school administrator.
- Signals children when to cross street or highway and assures that children are safely across before departure of bus.
- Assists in maintaining school bus cleanliness and sanitation.
- Assists with the preparation of daily logs and reports of transportation activities.
- Gathers property left behind and handles accordingly.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent.
- A demonstrated ability to perform physical and mental requirements of the work and all applicable certifications.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must be able to possess and maintain a current First Aid Certificate.
- Must be able to possess and maintain a current Cardiopulmonary Resuscitation Certificate.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of occupational hazards and standard safety precautions.
- Requires the ability to display knowledge of District School Board policies and procedures.
- Requires the ability to display knowledge of record keeping principles and practices.
- Requires the ability to display knowledge of safety principles, practices, and equipment related to the work.
- Requires the ability to display knowledge of First Aid and CPR procedures.
- Requires the ability to display knowledge of techniques for dealing with children, parents, and a variety of situations that may arise in the transporting of school children.
- Requires the ability to display knowledge of various medical and mechanical equipment used by disabled students.
- Requires the ability to use of a two-way radio.
- Requires the ability to read and understand road signs.
- Requires the ability to maintain order and discipline on a school bus with a capacity of 16 or more students.
- Requires the ability to display knowledge of operation of special needs bus equipment.
- Requires the ability to think clearly and taking effective action in emergency situations.
- Requires the ability to make sound decisions under pressure.
- Requires the ability to control students, give orders, and gain compliance.
- Requires the ability to establish and maintain effective working relationships with parents and with those contacted in the course of the work.
- Requires the ability to coordinate with school and professional staff regarding the specialized needs of each student in their care.
- Requires the ability to deal effectively with disabled and/or special needs individuals and others needing special assistance.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to travel on a school bus or other vehicle, assist special needs and/or disabled students in loading and unloading, lift and or move up to 50 pounds, read printed materials, and communicate in person and over a radio. The work also requires the following physical abilities in order to perform the essential job functions: climbing, balancing, crouching, grasping, handling, hearing, mental acuity, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: