

Chilton County Schools

JOB TITLE: BUS ASSISTANT

This job description describes in general terms the normal duties that the aid will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the job.

The Bus Assistant will help to provide a safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extra-curricular program.

QUALIFICATIONS:

- Must be at least 18 years old.
- High school graduate or equivalent (GED) and Academic competency in basic skills.
- Valid Alabama driver's license.
- Good physical and emotional health, including ability to lift and restrain students of varying age levels and sizes.
- Volunteer or paid experience working with children in an educational or childcare setting. Work with children with disabilities is desirable.
- Ability to learn procedures and rules necessary for carrying out the assigned duties and responsibilities; including the learning of district policies and procedures relative to student discipline.
- Understand and carry out both oral and written instructions and maintain confidentiality of sensitive and privileged information.
- Participation in pre-service and in-service bus driver training programs.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Transportation Supervisor

JOB GOAL:

To maintain order, discipline and safety of student(s) while in transit, and respond appropriately in emergency situations. To aid the bus driver as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure safety of students by:
 - Buckling them in their seats and securing wheelchairs before bus starts.
 - Keeping them seated and under control during transportation.
 - Assisting them with crossing the street if applicable.
 - Assisting them during loading and unloading, at home and at school.
 - Escorting them to the responsible adult at school.
- Account for students' personal belongings and messages.
- Familiarize self with and uses:
 - Assistance request forms
 - Safety equipment located on the bus
 - Emergency procedures
 - Bus route and pick-up points
 - Wheelchair lift and locking equipment
- Deal with emergency physical problems during loading, transporting and unloading.
- Notify school officials of unusual events or behaviors.
- Cooperate with school staff in special requests concerning handling behaviors, physical management, ect.
- Contact and obtain acceptable substitute when absent
- Be regular and punctual in attendance.
- Follow correct procedure for signing in daily.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to sit and kneel on hard surfaces. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently will reach above the head and forward. The employee frequently uses hand strength to grasp equipment or students. The employee must occasionally lift and or move up to 50 pounds and push or pull up to a 100 pounds such as students or students in wheelchairs. Specific vision abilities required by this job include close vision and depth perception and peripheral vision.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works in hot and cold temperatures. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.