

# WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **Bus Aide Position Description**

**LOCATION:** Transportation

**JOB CATEGORY:** Part - Time

**PAY GRADE:** Miscellaneous Scale

**FSLA:** Non - Exempt

**IMMEDIATE SUPERVISOR:** Director of Transportation

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Oversees special education students over scheduled routes and/or to/from special excursions; enforcing rules, regulations, and laws to maintain safety during transport; and ensuring the safety of special education students during transport, loading and unloading from buses.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Assesses potential emergency situations for the purpose of taking appropriate action to protect the well-being of passengers.
- Assists Bus Driver in cleaning/sanitizing the interior of the bus for the purpose of ensuring a safe and sanitary environment.
- Assists Bus Driver in maintaining order and discipline on the bus for the purpose of ensuring the safety and well-being of students on the school bus.
- Assists in conducting emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Assists in providing first aid to students including EPI-Pen for the purpose of providing for the physical care of students riding District buses.
- Assists special education students for the purpose of providing for special needs during transport, safe ingress and egress from buses including both emergency situations and normal transport.

- Lifts students and/or equipment for the purpose of positioning or repositioning students as appropriate.
- Monitors student behavior for the purpose of diffusing situations and/or preventing distraction to the driver or injury to themselves or other passengers.
- Prepares written materials (e.g. referrals, incident reports, student count, passenger misconduct, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Other duties may be assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

### **EDUCATION AND EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Ability to operate radio communication when necessary and ability to operate all vehicle types used in transporting students.

### **SPECIAL REQUIREMENTS**

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear and taste or smell. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl without reasonable accommodations. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or

move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to moving mechanical parts and vibration. The noise level in the work environment is usually loud.

### **EVALUATION**

The Director of Transportation will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.