BUS ASSISTANT - B

JOB DESCRIPTION

DIVISION: Leadership Services and Planning	**GRADE:** White Collar – Level I
DEPARTMENT: Transportation	**WORK DAYS:** 182
REPORTS TO: Director of Transportation or designee	**FLSA STATUS:** Non Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

To attend to the needs and safety of exceptional education students and assist in maintaining orderly conduct on the assigned bus.

MINIMUM REQUIREMENTS

- Must be 18 years of age
- Must read, speak and write in the English language
- Required Annual dexterity test

CERTIFICATION: N/A

WORK EXPERIENCE:

PREFERRED QUALIFICATIONS

- High school diploma or equivalent
- Ability to communicate orally and in writing
- Ability to prepare written reports
- Knowledge of characteristics of exceptional education students
- Knowledge of traffic rules and regulations as they pertain to loading and unloading students
- Knowledge of safety rules concerning crossing the street
- Skill in handling exceptional education students in an appropriate manner

SUPERVISES

N/A

ESSENTIAL DUTIES

- Assist school bus operators in transporting exceptional education students: securing wheel chairs to bus, making sure seatbelts are secure, securing student in wheelchair with security belts
- Check all safety belts assuring all are secured
- Assist students in crossing the street when necessary
- Reinforce good student behavior
- Conduct evacuation drills
- Open and close the doors on the bus
- Assist substitute drivers with route and procedures and radio calls or telephone calls
- Prepare or assist in the preparation of all required reports and maintain all appropriate records
- Perform other duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities

BOARD APPROVED: 11/16/2021

- Effectively communicates a team attitude

Working Conditions: Extreme weather conditions to include heat, cold, wet and/or humid conditions; exposure to toxic or caustic chemicals.
Physical Demands: Must be capable of frequently lifting/carrying/pushing/pulling up to 35 lbs. and occasionally up to 50 lbs. and up to 100 lbs. as a part of a team; heavy physical activity required; sitting for prolonged period of time; lifting, bending, kneeling, crouching, reaching; upper body mobility.
Heavy Work: Involves exerting up to 50 to 100 pounds of force occasionally or 25 to 50 pounds of force frequently or 10 to 20 pounds of force constantly to move objects.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records

Persons new, rehired or transferred to the job classification **may** be subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

The included link provides an overview of the Post Offer Employment Testing (POET)

https://youtu.be/d3W8NVnWryo

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.