

TITLE: Transportation Special Needs Bus Assistant**QUALIFICATIONS:**

- High school diploma or GED equivalency;
- CPR and First Aid certification.

Knowledge of:

- Methods, techniques, and objectives of transporting special needs students;

Ability to:

- Operate equipment to accommodate special needs students, including but not limited to, wheelchair lifts, tie-downs, seat belts and restraining equipment, specialized safety equipment, and related equipment;
- Operate two-way radio equipment, oxygen tank, fire extinguisher, seatbelt cutter, and other required equipment;
- Maintain a professional demeanor during stressful situations;
- Establish and maintain effective working relationships with students, principals and administrators, parents, supervisors, other employees, the public, and others;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

REPORTS TO: Transportation Supervisor

JOB GOAL: The School Bus Assistant classification assists the School Bus Driver in providing routine, safe, and efficient transportation of students with special needs and other passengers to and from District schools and other assigned locations on school-related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in transporting special needs students and other passengers to and from District schools in a safe, timely, and efficient manner, obeying traffic and other applicable regulations.
- Assists in transporting special needs students and other passengers to and from other assigned locations on field trips and other school-related activities in a safe, timely, and efficient manner, obeying traffic and other applicable regulations.
- Ensures students are properly restrained by use of wheelchair tie-down, seatbelt, safety harness, or other required devices.
- Maintains order among student passengers using prescribed disciplinary methods, taking into account the special needs of the students, ensuring the bus driver can focus attention on driving the vehicle.
- Monitors and responds to immediate and emergency health needs of student passengers, including cleanup of body fluids.
- Confers with drivers, teachers, parents, supervisors, and other interested and affected persons regarding the special needs of individual students.
- Assists in conducting emergency drills, evacuations, and related drills as prescribed, accommodating the special needs of the students.
- Maintains passenger load, trip reports, route reports, disciplinary action, and other required records, logs, and documents.
- Cleans and maintains interior of bus in a neat and orderly manner.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Other duties as assigned.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to understand verbal instructions, discern warning and safety alarms such as sirens and vehicle backup alarms, and communicate effectively with others, in person and by two-way radio; comprehend written work instructions, maps, routes, and schedules; operate equipment required to transport special needs students; and work in a special needs school bus/public transportation environment. Jobs in this class require walking, standing, sitting, lifting, stooping, squatting, bending, kneeling, crouching, pushing, grasping, and reaching. ; Occasionally lifts, pushes, and/or moves up to 75 pounds. The principal duties of this job are performed in an outdoor environment that may involve exposure to adverse weather conditions and traffic hazards.

TERMS OF EMPLOYMENT: The employment period shall be for nine (9) months. Salary determined by the current district salary schedule.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are made available to the employee on the school district website: www.cassiaschools.org.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on evaluation of nonprofessional personnel.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

EMPLOYEE ACKNOWLEDGEMENT: I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

Employee Signature

Date

January 20, 2016