

North Wasco County School District
Job Description – Classified – Bus Attendant/Aide

Title: School Bus Attendant/Aide
Classification: Classified/ESP
Reports To: Director of Transportation
Work Year 186 Days/Year

Job Purpose Statement/s:

The purpose of this position is to assist the driver with loading, monitoring, and unloading of students, and supporting students with learning, physical and/or behavior disabilities. This position may serve a split shift, based on school starting and departures times and bus routes.

Qualifications

Education: High School diploma or equivalent; College Degree (Associate or Bachelor's Degree preferred).

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of English, spelling, composition, grammar and punctuation
- Knowledge of school bus operation to include vehicle access and emergency procedures
- Demonstrate skills to manage basic student behaviors
- Ability to obtain and possess a valid first aid card within six months of employment
- Ability to be certified in restraint training

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance and employer drug and/or alcohol testing.
- Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).

Experience: Prefer experience in school transportation and or working with students with emotional, behavior and academic challenges.

Essential Duties and Responsibilities include the following: *Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

- Create a positive educational environment for students on the bus.
- Ensure safety of students during boarding and exiting the bus.
- Ensure that all child passengers are in appropriate safety restraint systems and seatbelts when applicable.
- Operate lift and secure wheelchairs in tie-down systems.
- Assist the driver in maintaining safety on the bus in route and while the bus is parked at bus stops. Follow District policies regarding student control and contact with parents and the public.
- Prepare for and assist with emergency evacuations. Handle emergency situations calmly and quickly.
- Perform first aid or emergency assistance.
- Report problems or equipment malfunctions. Report incidents that affect the safety of students.
- Attend scheduled meetings and safety programs.
- Complete accurate records as required by District policies and procedures.
- Attends work regularly.
- Other duties may be assigned as needed.

Supervisory Responsibilities: Supervision is not normally a responsibility of this position.

Language Skills:

- Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures
- Ability to read and comprehend instructions, correspondence and memos
- Ability to write reports, business correspondence, school handbooks and procedure manuals
- Ability to effectively present information and respond to questions from individuals or groups

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to make accurate mathematical computations or apply standardized statistical procedures manually or by machine.

Reasoning Ability:

- Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

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.

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive:
Single Grasping Pushing and Pulling Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls:
Yes No
4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:
- Sedentary Work: Lifting 25 occasionally, 10 pounds regularly with frequent sitting and occasional standing/walking.
 - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - Heavy Work: Lifting or drag 125 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As a mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

EMPLOYEE STATEMENT:

"I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

Print Name

Employee Signature

Date