

## Job Description

**Job Title:** Bus Assistant

**Supervisor:** Area Transportation Supervisor

**Pay Grade:** 12

**Job Classification:** Non-Exempt

**Contract Length:** 180 Days

### **Job Summary**

Position is responsible for the safety and care of all students including, students with significant disabilities, special needs or the very young while on a school bus.

### **Essential Duties**

1. Help students to safely board the bus.
2. Secures student in safety harness, car seat or wheelchair, when required.
3. Ensures special equipment, such as car seat and wheelchairs, are properly and safely secured to the bus.
4. Operates wheelchair lift and any other specialized equipment.
5. Monitors students with feeding tubes, tracheotomies, oxygen and other unique medical needs to ensure that
6. everything is operating properly and is secured.
7. Reports any unusual or changed behavior to the driver, school staff and/or parents.
8. Ensures that early childhood, PEEP, and kindergarten students are released to an authorized person.
9. Must be able to learn about and adapt to different disabilities and/or special needs such as autism, ED, DD, and LD etc.
10. Assists drivers in properly and safely evacuating special need students
11. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

Performs any other related duties as assigned by the Area Transportation Supervisor or appropriate administrator.

### **Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a high school diploma or GED. Must be certified in first aid and CPR or have the ability to become certified. Must possess the ability to maintain student discipline and ensure that student behavior is not a distraction to the driver. Must possess the ability to understand and follow through on oral and written instructions. Must possess the ability to interact with unique students, parents, and faculty in a positive and proper manner. Must be able to learn various special education categories. Must possess a valid VA driver's license.

### **Working Conditions and Physical Requirements**

The physical requirements described herein are representative of those which 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, who are otherwise qualified, to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from riding a bus; body fluids (ex: sputum) and traffic. While performing the duties of this job, the employee is frequently required to sit; use hands to handle or feel; use foot controls on specific equipment; reach with hands and arms; climb; bend, stoop, and kneel; and talk or hear. The employee is occasionally required to stand; walk; and twist/turn, while the bus is in motion and when it is safe. The employee must be able to push/pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision, and peripheral vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is loud.

**Supervision Exercised:** None

**Supervision Received:** Area Transportation Supervisor

*This job description in no way states or implies that these are the only duties to be performed by the employee. The Bus Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Area Transportation Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature

Date

Revised 03/2023 CR