

ASHTABULA AREA CITY SCHOOLS
JOB DESCRIPTION

BUS AIDE – SPECIAL NEEDS

JOB SUMMARY:

To assist in assuring the safe and efficient transportation of students and to foster an atmosphere of safety and open communication with students, parents and employees.

QUALIFICATIONS:

In order to qualify for this position, the following trainings are an annual requirement.

Special Needs Specific Qualifications:

1. Demonstrate proficiency in student securement techniques to include the use of:
 - vehicle lifts
 - wheelchair tie downs
 - student safety vests, harnesses and tethers
 - car seats securement and student placement
 - integrated car seat use
 - seat belt placement and use
2. Complete training and demonstrate ability to conduct special needs evacuation drills.
3. Complete student confidentiality training.
4. Complete student behavior de-escalation training as necessary.
5. Maintain valid CPR (child and adult) training and first aid training.
6. Complete emergency rescue medication training as necessary.

General Qualifications:

1. Possess a High School diploma or GED.
2. Possess the appropriate credentials (e.g. licensing/certification) required by federal law, state law and Board policy.
3. Possess the ability to operate a two-way radio and assist when necessary.
4. Demonstrate ability to lift up to 70 pounds safely and to demonstrate physical dexterity.

5. Possess interest in and empathy for children with special needs.
6. Possess the ability to maintain effective pupil behavior management control over groups of children.
7. Possess ability to work with other people in a cooperative, productive and acceptable manner.
8. Must be neat and clean in appearance.
9. Possess ability to recognize and respond to emergencies quickly and calmly.
10. Ability to follow written and verbal instruction provided by the school bus drivers, parents, principals, and Transportation Supervisor.
11. Demonstrate ability to walk up and down steps, climb ladders and walk the aisle of a school bus and school van.
12. Take pride in the position and work.
13. Promote the vision and educational philosophy of the school district.
14. Demonstrate ability to perform basic mathematics (e.g. add, subtract, multiply and divide whole numbers, fractions, decimals and calculate percentages).
15. Possess basic computer skills.
16. Provide an employment and/or school record demonstrating stability, regular attendance, safety consciousness, cooperation and responsibility.

PERFORMANCE RESPONSIBILITIES:

Special Needs Performance Responsibilities:

1. Review and follow student's IEP and ITP instructions.
2. Attend IEP meetings as requested by the district.
3. Comply with all directives indicated in a student's IEP and ITP.
4. Administer emergency rescue medications as needed during transport.
5. Assist ambulatory students to their seats and fasten them securely in their seat belts or seating restraints.

6. Work together with the bus driver as a team to assure the highest level of safety, when loading and unloading wheelchair bound students or other students needing assistance.
7. Secure wheelchairs, car seats, vests, and other equipment to assure student safety. Operate all lifts safely and according to district policy and manufacturer specifications.
8. Ensure safety belts, child restraint systems, and adaptive seating devices and wheelchairs are properly positioned and securely fastened during student transport.
9. Report the need for any maintenance necessary to wheelchair anchors, seat belts or restraints to the bus driver and the Transportation Supervisor.

General Performance Responsibilities:

1. Work safely, observe and/or report any potential problems to the bus driver, supervisor and principal as appropriate.
2. Recognize and respect the need for confidentiality with regards to student information.
3. Consult with the bus driver before issuing a bus conduct report.
4. Assist driver in preparing written bus conduct reports for the purpose of keeping parents and administrators informed of discipline problems.
5. Assist driver with emergency bus evacuation if necessary.
6. Assist driver in maintaining control of the students on the bus and at the bus stops and remain alert to all activity.
7. Maintain safe conditions in and around the bus.
8. Assist students to, from, in and out of the bus and building(s) as necessary.
9. Report to a destination assigned by the Transportation Supervisor.
10. Properly use time accumulation terminals to record accurate job description, proper route number, and odometer readings for all assignments.
11. Possess knowledge of the scheduled routing and assist a substitute bus driver with the bus stops.

12. Immediately bring unsafe practices, or conditions to the attention of the bus driver and Transportation Supervisor.
13. Maintain a position on the bus that provides a good view of and access to all activity. Attend to the needs of the students, including student assistance for vehicle entry and exit, behavior management and other student needs.
14. The bus aide shall not disturb the bus driver from the task of driving the school bus or van. All unnecessary conversation between the bus aide and bus driver shall be curtailed while the school bus or van is in motion.
15. Maintain a cooperative behavior with fellow employees, administrator, parents and students, always promoting the district's mission.
16. Control the behavior of all students throughout the entire course of transportation.
17. Maintain a professional relationship with all students, being friendly but not familiar.
18. Keep a constant watch on passengers to make sure they remain in their assigned area and that all anchors and seat belts do not come loose or undone. Make the passengers as comfortable as possible.
19. Make recommendations concerning better methods and approaches relative to the duties and responsibilities of the position.
20. Use of personal cell phones and personnel electronic devices is prohibited, except for emergency situations.
21. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment with the district.
22. Perform all other duties as assigned by the administration.
23. Promote the vision and educational philosophy of the school district.
24. Serve as a role model for students as to how to conduct themselves as citizens and as responsible, intelligent human beings; and help to instill in students the belief in and practice of ethical principles and democratic values.
25. Required to be familiar with all relevant board policies, administrative guidelines and operation procedures that affect the position.
26. Required to adhere to all district safety policies and procedures including participation in all school safety drills, trainings and activities. This includes

completing all assigned SafeSchool videos, A.L.I.C.E. training and any department training requirements.

The Performance Responsibilities specified above are not meant to be an exhaustive list of all specific activities in which the person filling this position engages. Rather, the Performance Responsibilities are examples of typical tasks in which the person is involved, on an ongoing basis, while occupying this position.

WORKING CONDITIONS:

Exposure to dirt, odors, heights, and/or cleaning chemicals is moderate. Exposure to noise and temperatures is variable. Heavy physical effort is required including the frequent lifting and moving of up to 70 pounds which may include regularly moving heavy objects in a safe manner (e.g. wheelchairs, lifts, and other apparatuses). Stooping, bending, climbing, standing, sitting and walking also are required.

REPORTS TO:

Transportation Supervisor and/or building Principal and the Director of Operations in the absence of the Transportation Supervisor.

HOURS/DAYS OF EMPLOYMENT:

Hours and number of days are assigned by the Administration.

COMPENSATION AND STATUS:

FLSA: Non-exempt Hourly

This is a union position. The compensation for this position will be based on the Salary Schedule set forth in the Master Agreement.

EVALUATION:

Performance will be evaluated by the Transportation Supervisor or the Director of Operations annually, in accordance with the provisions of the Master Agreement.

Rev. 03/29/2011
Rev. 02/13/2014
Rev. 10/9/2018
Rev. 1/8/2020
Rev. 7/22/2020
Rev. 7/24/2020
Rev. 8/3/2020