

# BERKELEY COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Bus Assistant

**FLSA:** Non-Exempt

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### GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and assist bus driver by monitoring activities of students being transported. Reports to the Special Needs Transportation Supervisor.

### ESSENTIAL FUNCTIONS

Monitor students in boarding and departing the bus;

Coordinate special needs of students with the bus driver;

Attend trainings and in-services to learn proper procedures in handling students;

Monitor activities of students being transported and inform driver of any behavior or other problems;

Assist students in getting onto and off of the bus; operate a wheel chair lift to assist handicapped students in getting onto and off of the bus; provide other appropriate assistance to handicapped students as required;

Keep abreast of safety and first aid procedures related to the duties of the job; and

Perform other duties as assigned.

### JOB SPECIFICATIONS

#### Education and Experience:

Must be 18 years old

#### Knowledge:

Knowledge of the policies, practices, activities, methods and procedures of the district as they pertain to the specific duties of the job

#### Skills/Effort:

Ability to communicate with drivers, school administrators and parents; ability to operate wheel chair lift; must pass the Bus Driver Physical Performance Test (excluding Behind the Wheel); and must become CPR qualified.

#### Working Conditions:

Working conditions are an outdoor environment with moderate exposure to environmental/weather conditions. Physical demands are restricted to occasional work requiring movement/lifting items weighing up to fifty pounds. Job requires the ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Smoke free district.

**Responsibility:**

Responsible for assisting bus driver in monitoring students in order to transport safely

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____