

# 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. Provides general assistance to students and bus drivers in fulfilling safe transportation of students to and from school. Coordinates special needs, assists students, communicates with parents, and performs related tasks. Reports to the Area Transportation Supervisor.

### ESSENTIAL FUNCTIONS

Provides assistance to bus driver by monitoring activities of students being transported; informs driver of any behavior concerns or other problems; completes discipline slips on disruptive students when necessary.

Informs students of bus safety and other requirements; enforces rules and regulations and provides positive discipline and guidance. Diffuses situations and/or prevents distraction to the driver or injury to students and/or other passengers.

Reports observations and incidents (e.g., discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to the appropriate personnel.

Assists students in getting onto and off of the bus; operates a wheelchair lift to assist disabled students in getting onto and off of the bus; provides other appropriate assistance to students as required. Secures students and/or equipment to ensure their safety and welfare, and to comply with designated policies and procedures.

Coordinates the special needs of students. Communicates with classroom aides, teachers, principals, parents and supervisors concerning student needs, backgrounds, medical concerns, etc. as appropriate. Communicates with others concerning special pickup/drop off schedules, activities, etc.

Assist students and/or equipment for the purpose of positioning or repositioning students as appropriate. Assists students by tying shoes, providing assistance with hats, coats, personal hygiene, etc. for the purpose of providing for their needs during transport, including both normal transport and emergency situations.

Consults with and assists the bus driver in documenting student information, record keeping and completing route surveys. Prepares behavior reports, logs, referrals, route descriptions, etc. to document activities, provide written reference and/or convey information.

Keeps abreast of safety and first aid procedures related to the duties of the job. Responds to emergency situations and assists in addressing immediate safety issues.

Maintains current knowledge of emergency evacuation procedures. Assists in conducting emergency evacuation drills to ensure efficiency of procedures and to comply with mandated requirements.

Makes transportation/trips enjoyable for students through educational programs, group activities, etc.

Assists the bus driver in maintaining the interior cleanliness of the bus in order to maintain the appearance, sanitation, and safety of the vehicle.

Attends conferences, in-service meetings, training courses, etc. as required.

Follows Transportation guidelines as they relate to wearing proper apparel, including appropriate shirts, shoes (closed toe and closed heel), and a Berkeley County School District identification badge. Exhibits acceptable employee conduct and presents a positive image of Berkeley County School District. Complies with the District's Board policies and designated procedures at all times.

Willingly performs other duties as assigned or requested, such as driving a district vehicle and assisting in transportation office.

**JOB SPECIFICATIONS**

**Education and Experience:**

High school Diploma/GED Certificate. Must be at least 18 years of age. Experience in working with children and special needs students preferred.

**Knowledge:**

Knowledge of the policies, practices, activities, methods and procedures of the district as they pertain to the specific duties of the job. Knowledge of state laws, regulations, and safety procedures pertaining to the safe transport of students, including special needs students. Knowledge of the operation of a school bus and equipment related to special needs students. Understands the limitations and hazards involved in operating assigned equipment. Knowledge of the proper procedures for reporting student misbehavior and other problems, and equipment failure. Knows the proper procedures for emergency situations. Familiar with daily bus route and the location of schools and other landmarks. Knowledge of the requirements for maintaining the appearance of equipment.

**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: _____