

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Bus/Van Assistant

QUALIFICATIONS:

- A. Valid PA Driver's License preferred.
- B. Hold, obtain and maintain current and valid Red Cross and CPR Certification.
- C. Pass the appropriate non-school bus driver's physical examination.
- D. Negative drug/alcohol screenings.
- E. Must be at least twenty-one (21) years of age.
- F. High school diploma and/or G.E.D preferred
- G. Recognize and respect confidentiality of information relative to exceptional children.
- H. Ability to work in harmony with students, parents, maintenance personnel, drivers, assistants, and school districts.
- I. Ability to work a flexible schedule.
- J. Capability to deal with physical and behavioral characteristics of Special Education children.
- K. Demonstrated ability to communicate effectively with staff, students and families.
- L. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to Medical Assistance (MA) or other state or federal healthcare programs. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification of this position.

REPORTS TO:

Supervisor- Transportation

POSITION GOAL:

Assist the driver in providing safe transportation services to the school districts served by the Berks County Intermediate Unit.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Partner with the driver to manage and monitor students in vehicle while in transit which requires remaining seated behind the last student on the bus/van unless directed otherwise.
- B. Inspect the vehicle at the school and assist the driver at the end of each run to ensure no children are left on the vehicle.
- C. Assist driver with daily paperwork.
- D. Maintain approved time schedule using only Transportation Office established routes and designated stops and accurately record actual hours worked on timesheets.
- E. Attend all in-service instructional sessions as required by law and transportation office.
- F. Secure protective safety devices including but not limited to wheelchairs, car seats, harnesses, and seat belts.
- G. Assist in loading and unloading of students at proper locations.
- H. Document and notify supervisor and driver of unusual student behavior or concerns about a child's welfare, unless otherwise instructed.
- I. Provide information on pupil emergency health care and emergency contacts and locations as required.

- J. Assist the driver in effectively communicating with the office when changes to your daily route occur.
- K. When applicable, assist the driver in the safe operation of the wheel chair lift.
- L. Assist with the sweeping and cleanup of the vehicle.
- M. Serve as a Van Driver as needed/as assigned
- N. Perform other job-related duties as required or assigned by the Supervisor, Transportation and/or BCIU Administration.

POSITION SPECIFICATIONS:

- A. Physical Demands
 - Sitting in passenger's seat for extended periods
 - Standing for limited periods of time
 - Frequent bending, stooping, twisting, reaching, grasping using both hands to secure wheel chairs to bus floor, connect, disconnect
 - Some heavy lifting - up to 35 pounds
 - Frequent carrying - up to 35 pounds
 - Sometimes help move child if seizure occurs
 - Help load and unload disabled children and sometimes lift, handle wheelchairs, devices
 - Physical stamina to be exposed to all weather conditions
 - Operate a mechanical lift device for severely disabled students
- B. Sensory Abilities
 - Visual acuity to read correspondence
 - Auditory acuity to be able to use telephone and relate to students, parents, teachers
 - Ability to hear/speak and operate bus communication device
 - Ability to speak clearly and distinctly
- C. Work Environment
 - Inside the bus, sedentary except for aiding disabled students
 - Some outside exposure in loading and unloading students
- D. Temperament
 - Ability to work as a member of a team
 - Must be courteous and able to deal effectively with people, especially students, parents and teachers
 - Must be cooperative, congenial, service-oriented, and caring
 - Ability to work in a stressful environment in which occupant safety is the highest priority
- E. Cognitive Ability
 - Ability to follow written and verbal directions
 - Ability to complete assigned tasks with minimal supervision
 - Ability to read, write and do simple computation
 - Ability to use correct grammar, sentence structure and spelling
 - Ability to compose clear, concise sentences and paragraphs
 - Ability to organize operational setting to efficiently accomplish tasks
 - Ability to work independently and make work-related decisions
 - Ability to exercise good judgment in prioritizing tasks
 - Ability to communicate effectively
- F. Specific Skills
 - Ability to operate equipment efficiently and safely
 - Ability to write operating reports accurately
 - Ability to appropriately handle confidential information

G. Comments

Position holder must have a caring, friendly, helpful personality

Position holder must operate vehicle equipment in such a manner as to deliver disabled students safely, per the requirements set by the state, the BCIU, and to support the needs of the teachers, parents, and students

TERM OF EMPLOYMENT:

Non-Exempt, Part Time, Ten months/year. Hourly rate established for Transportation Staff by the Intermediate Unit Board of Directors.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Revised: December 17, 2021

CC: Employee File