



CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
201 BOOTH STREET • ELKTON, MD 21921

Serving Learners, Families, and the Community

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Superintendent of Schools

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PLEASE POST

July 6, 2023

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CLOSING DATE: OPEN UNTIL FILLED

SUBSTITUTE BUS ASSISTANT

GENERAL PURPOSE OF POSITION

A Substitute Bus Assistant is responsible for assisting the driver to ensure safe, efficient, and smooth transportation for students. These duties will include assisting students on and off the bus, loading wheelchairs, securing students in car seats or similar equipment, and monitoring the behavior of students on the bus. The Substitute Bus Assistant will work as a team with the driver during morning, mid-day, or afternoon runs under the direction of the Director of Transportation and Supervisor of Transportation.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF POSITION

1. Always arrive at least five minutes prior to bus departure from the lot (driver cannot wait).
2. Assist each student on and off the bus.
3. If a student must cross the street, instruct him/her not to step off the curb until you are ready to assist them across the street (side-by-side).
4. Make sure each student is properly seated and secured before bus is in motion.
5. As soon as practical, sometime during the first two weeks of school, assist your driver in making a seating chart for your bus. This chart should include student's name and phone numbers (work and home). Keep this updated at all times and on the bus.
6. You should be seated on the bus in such a position to be able to react to any disturbance. Do not sit in the front to keep the driver company. Remain seated while the bus is in motion. Always work with your driver (be a team).
7. Keep the students comfortable during the bus ride. Do not let them eat, drink, or stand on the bus. Always have an understanding attitude.
8. At the school, you should get off the bus first in order to help the students off the bus and into the care of a teacher or teacher's assistant at the school.
9. When picking up at a school, stand by the bus so the students will not be confused about the correct bus to enter.
10. Obtain information from the school regarding each child's disability and ways of dealing with each individual child.
11. Know your route and the time for each stop. If your driver is out sick, it is your responsibility to assist the substitute driver regarding exact pick-up, drop-off, and arrival times.
12. Be neat and clean in your personal appearance.
13. Encourage children to help keep the bus clean.
14. When working with wheelchairs, chairs must be locked and secured with wheelchair restraints at all times, even if it is not being moved.
15. Use of proper lifting techniques.
16. Always assist the driver in safe backing procedures.

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17. Assist your driver in completing reports; i.e., manifests, stop reports.
18. Assist in creating a positive learning environment.
19. Any problem, concerning a student's health or discipline should be discussed ONLY with the administrator, his/her designee, and the Supervisor of Transportation.
20. ALWAYS conduct a POST trip inspection after EVERY route, looking on and under seats for STUDENTS and belongings.

MINIMUM REQUIREMENTS OF THE POSITION

1. Good interpersonal communication skill
2. Ability to understand and follow verbal and written directions

SALARY

The rate of pay for a Substitute Bus Assistant for the school year 2023-2024 is \$15.00 per hour.

APPLICATION PROCEDURE

Persons meeting the minimum qualifications of the position must submit an application with two professional references with valid email addresses in the reference section of the application. All completed applications must be submitted through AppliTrack at <https://www.applitrack.com/cecil/onlineapp/default.aspx>.

The Cecil County Public Schools prohibits discrimination in its educational programs, activities, and employment on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability.

Further information can be found in Policy AC on BoardDocs

<http://go.boarddocs.com/mabe/cecil/Board.nsf/goto?open&id=CAEP475FE564>