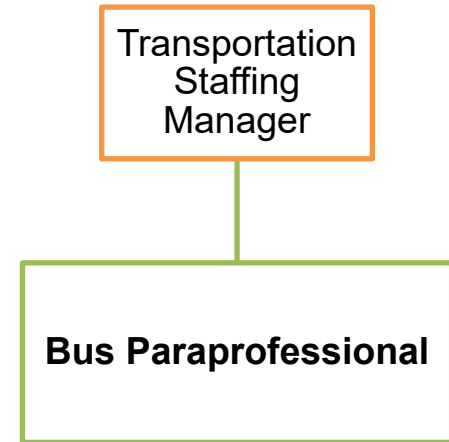


BUS PARAPROFESSIONAL

Job Title:	Bus Paraprofessional
Initial:	January 31, 2008
Revised:	April 4, 2024
Work Year:	School Year
Office:	Operations
Department:	Transportation
Reports To:	Transportation Staffing Manager
FLSA Status:	Non-Exempt
Pay Range:	Transportation Bus Driver & Bus Para Pay Schedule Range 1

Related Organization Chart



POSITION SUMMARY: Responsible for assisting the bus driver in maintaining the safety, behavior, and well-being of students on and off the bus and while on route. Provide focused assistance to students with special needs while being transported and assist students in the event of an emergency.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Assist students on the bus and attend to all their emotional or physical needs that may affect their safety and welfare.
- Assist students entering and leaving the bus.
- Assist driver in safely and properly unloading and loading students in wheelchairs using lift.
- Secure wheelchairs, safety vests, integrated seats, seat belts, walkers, and all other forms of securements.
- Assist the driver with situations or problems encountered with students in bus.
- Communicate with bus driver, transportation staff, parents, students, teachers and school administrators.
- Assist in pre-trip inspection, safety checks, bus cleaning and supplies.
- Prepare route directions and assist substitute drivers with route.
- *Perform emergency and evacuation procedures for stopping and securing the bus in the event the driver is incapacitated.*
- Assists driver with ensuring child/staff ratios are maintained on the bus.
- Follows safe bus loading and unloading procedures.
- Follows procedures to guarantee no child is left alone on bus without adult supervision at any time, including insuring all children have departed bus at the end of all bus routes (morning, evening and during field trips or other special trips).

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Assists driver with keeping the bus clean (interior and exterior) and free of debris; follows other bus cleaning procedures.
 - Delivers messages and other items to and from the parents.
 - Fills in as a substitute paraprofessional, as needed, to ensure adequate coverage for students during transport.
 - Perform other duties as assigned.

Supervision & Technical Responsibilities:

- This position does not supervise other employees.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- High school diploma or equivalent.

Experience:

- No experience required; experience working with children preferred.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to be punctual and follow a strict time schedule.
- Ability to read a map and follow verbal or written navigation instructions.
- Ability to understand and obey traffic laws.
- Operating knowledge of wheelchair lift, wheelchair restraints, safety vests and securements.
- Knowledge of and ability to recognize the importance of safety in the workplace.
- Ability to follow safety rules and practice safety in the workplace.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- CPR and First Aid certifications must be acquired after 3 months of hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit and hear. The employee frequently is required to use hands to finger, handle, or feel, reach with hands and arms, talk, walk. The employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, smell. The employee must regularly lift and/or move up to 50 pounds frequently lift and occasionally lift and/or move up to 100 pounds. Employee must have the ability to and physically be able to perform bus evacuations in an emergency. Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.

Work Environment: While performing the duties of this job, the employee is occasional exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions and vehicle vibration. The noise level in the work environment is usually moderate.

Mental Functions: While performing the duties of this job, the employee is regularly required to analyze, compare, communicate, coordinate, compute, evaluate, use interpersonal skills, and negotiate.