



CLASSIFICATION DESCRIPTION

TITLE: Bus Helper

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| <u>Title of Immediate Supervisor:</u> Transportation Manager | <u>Department:</u> Transportation | <u>FLSA Status:</u> Non-Exempt |
| <u>Accountable For (Job Titles):</u> | | <u>Pay Grade Assignment:</u> National Conference of Firemen and Oilers, Local No. 956, Pay Group 1 |

General Summary or Purpose Of Job:

Assists physically and mentally disabled children on and off buses. Attends to their specific needs, such as secures children for purposes of safety. Maintains a safe and controlled environment during the ride to and from school, as well as for field trips. Communicates any problems to the bus driver, teachers, and other appropriate staff.

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | FRE-QUENCY |
|-----------------|---|-------------------|
| 1. | Loads, unloads and secures special needs children. Operates the ramp, if necessary. Assists children across streets, when necessary. Secures wheelchairs, ensuring, to the extent possible, that the children have a safe ride to and from school. | Daily 55% |
| 2. | Maintains order and control on the bus, so that students do not become unruly. Ensures, to the extent possible, that the student's bus ride is stress free. Works closely students, teachers, teacher aides, behavior specialists, and parents in order to meet individual student needs. | Daily 25% |
| 3. | Assists in adhering to the planned schedule by preparing for loading and unloading of specific students just prior to picking them up and dropping them off at their designated bus stops. | Daily 5% |
| 4. | Reviews documents regarding each student's medical condition, ensuring readiness for any medical problem that may arise. This is especially true regarding new students. | Weekly 5% |
| 5. | Ensures that all equipment, such as seatbelts, car seats, and equipment for securing wheelchairs is operating properly; replaces or repairs equipment, as appropriate. | Daily 5% |
| 6. | Performs other miscellaneous functions when not working with students being transported on buses. Examples of these functions include assisting with summer bus cleaning, car seat cleaning, various clerical functions, bus seat repair, stock basement files, and take bus identification photographs. Attends in-service sessions as required. | Quarterly 5% |



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| 7. | Performs other duties of a comparable level or type. | As required |
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HR: 05/2025



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Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or GED certificate; or an equivalent combination of education or training necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

First Aid Certificate (Required)

CPR Certificate (Required)

Knowledge Requirements:

Requires knowledge of:

- General knowledge of special needs children, such as autism, hearing impairments, and physical disabilities.
- General knowledge of various medical issues special needs children may present.
- State and federal laws pertaining to transportation of disabled children.
- Proper use of all types of devices used to secure children or children in wheelchairs on the bus such as seat belts, safety or parachute harnesses, car seats, booster seats, and so forth.
- Basic first aid.

Skill Requirements:

Skilled in:

- Maintaining order on the bus, so that the bus driver is not distracted.
- Properly securing manual and electric wheelchairs in buses.
- Proper lifting techniques.
- Proper loading and unloading of wheelchairs.
- Verbal communication.
- Interpersonal skills, including working as a team member.



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| Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities | | | | |
|---|-------|--------------------|-------------------|----------------------|
| Employee is required to: | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand | | √ | | |
| Walk | | √ | | |
| Sit | | √ | | |
| Use hands dexterously (use fingers to handle, feel) | | | √ | |
| Reach with hands and arms | | | √ | |
| Climb or balance | | √ | | |
| Stoop/kneel/crouch or crawl | | | √ | |
| Talk and hear | | | | √ |
| Taste and smell | √ | | | |
| Lift & Carry: Up to 10 lbs. | | | √ | |
| Up to 25 lbs. | | √ | | |
| Up to 50 lbs. | | √ | | |
| Up to 100 lbs. | √ | | | |
| More than 100 lbs. | √ | | | |

General Environmental Conditions:

As bus helpers, work is constantly performed in outdoor weather conditions, and where there is constant vibration from the bus. Work is frequently performed near moving mechanical parts, and where fumes from the bus are present. Occasionally, work is performed in wet or humid (non-weather) conditions, and in precarious places, such as assisting students from heights of approximately four feet above the ground.

The typical noise level is considered to be loud.

General Physical Conditions:

Work can be generally characterized as:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Bus helpers must be physically able to tie down wheelchairs. Bus helpers must be able to carry children weighing up to 100 pounds.

| Vision Requirements: Check box if relevant | Yes | No |
|---|-----|----|
| No special vision requirements | √ | |
| Close Vision (20 in. of less) | | |
| Distance Vision (20 ft. of more) | | |
| Color Vision | | |



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| Depth Perception | | |
| Peripheral Vision | | |

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting