JOB SUMMARY
Under direct supervision, assists the bus driver in transporting students with disabilities to and from school in accordance with policies and procedures identified by the district’s Special Education Department and Transportation Department.

MAJOR DUTIES & RESPONSIBILITIES
1. Assists in loading and unloading students from the bus.
2. Assists in the operation of adaptive equipment in a safe and efficient manner.
3. Assists in maintaining student discipline to ensure student safety during transportation in accordance with District policy, Transportation Department guidelines and the student’s individualized Education Program.
4. Assists assigned substitute bus operator with student information and needs of each student on assigned bus route. Establishes and maintains a good rapport with students, parents, co-workers, and school personnel.
5. Performs other job-related duties as assigned.
**EDUCATION**
High School Diploma or GED

**WORK EXPERIENCE**
No experience

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
None

**LEADERSHIP RESPONSIBILITIES**
No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**
Work and tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision.

**BUDGET AUTHORITY**
No budget development activity is required.

**PROBLEM SOLVING**
Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

**IMPACT OF DECISIONS**
Follows rules and procedures. Decisions can have minimal or no impact to HISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

**COMMUNICATION/INTERACTIONS**
Basic communication - very little communication required such as receiving basic instructions. Interactions are mostly with customers, own supervisor and co-workers in own department.

**CUSTOMER RELATIONSHIPS**
Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

**WORKING/ENVIRONMENTAL CONDITIONS**
Work involves some exposure to moderate risk of accident and requires following basic safety precautions.
Ability to carry and/or lift up to 15 to 44 pounds.