WHITE RIVER School District

PO Box 2050
Buckley, WA 98321

Office 360-829-0600
TDD Relay Service – 1.800.833.6388

JOB TITLE: SUBSTITUTE BUS AIDE

JOB SUMMARY: Assist school bus driver in transporting school-age children with disabilities to and from school or related activities. Positions are generally part-time with varying hours according to pupil transportation requirements and often require split shifts.

CERTIFICATION: Current hands-on CPR and First Aid certification at the time of hire, and responsible for keeping current during employment.

ESSENTIAL RESPONSIBILITIES:

- Work with bus driver as a team to transport students to and from school safely.
- Assist the bus driver and parents with loading/unloading the students at the bus stop.
- Assist the bus driver and school personnel with loading/unloading the students on school grounds.
- Accompany and assist physically and behaviorally challenged pupils during to/from school on school buses
- Install safety and restraining devices to secure pupils and/or their wheelchairs.
- Operate vehicle wheelchair lift equipment to assist in pupil boarding (egressing), provide physical restraint when required to maintain safety and good order.
- Enforce safety rules and provide firm direction to the students.
- Provide emergency evacuation of ambulatory and non-ambulatory pupils if required.
- Maintain discipline on the bus in accordance with recommendations of the administration.
- Ensure all students are secured and, when appropriate, secure restraining devices, i.e., seatbelts, safety vests, and toddler seats.

WORK ENVIRONMENT/PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently exposed to outside weather conditions; moving mechanical parts; fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually moderate to loud. Continual sitting, reaching, and repetitive hand and arm motions. The employee is required to talk and hear; use hands to handle or feel; reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing, and pulling. Moderate lifting and/or carrying up to 50 lbs or more. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus during the hours of daylight and darkness.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of and ability to perform duties in full compliance with all district, Board of Education, state, and federal laws, policies, procedures, and activities pertinent to the duties of this position.
- Skill and ability to operate wheelchair lifts, ramps, and securement locks.
- Skill and ability for working with school-age children in difficult circumstances.
- Ability to demonstrate physical ability to perform the job functions of a school Bus Aide.
- Ability to display courtesy, tact, and respect when dealing with students and adults.
- Ability to assist students with patience and understanding
- Ability to establish and maintain effective working relationships with school officials, parents, associates, and students.
- Ability to use independent judgment and demonstrate initiative without being asked.

WORKING RELATIONSHIPS: Reports to Transportation Supervisor. Daily interactions with bus drivers, students, parents, and other transportation personnel.

UNION AFFILIATION: International Union of Operating Engineers (IUOE)

FLSA STATUS: Non-exempt

This job description, revised **9/2023,** is intended to describe the essential functions of the position, the level of knowledge, skills, and abilities typically required, and the scope of responsibility; however, it should not be considered an all-inclusive list of work requirements. Individuals may perform other related duties as assigned, including work in other functional areas, to cover absences or relieve, equalize work periods, or otherwise balance the workload within the location/district. Changes to the position description may be made at the employer's discretion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Employment with White River School District is on a conditional basis pending: an approved criminal background clearance through OSPI, which includes checks through the Washington State Patrol and Federal Bureau of Investigation; and completion of an Employment Eligibility Verification form (USCIS Form I-9) presenting proof of identity and employment authorization status.

The White River School District complies with all federal and state laws, rules and regulations and does not discriminate in any programs or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Sunday Ferris, sferris@whiteriver.wednet.edu, (360) 829-3823, Section 504/ADA Coordinator, Molly Lutz, mlutz@whiteriver.wednet.edu, (360) 829-3959, and Civil Right Compliance Coordinator, Sunday Ferris, sferris@whiteriver.wednet.edu, (360) 829-3823. White River School District, P.O. Box 2050, Buckley, WA 98321.

I have read and understand, and have received a copy of this job description. My signature acknowledges that I can perform this position's essential and other functions with or without reasonable accommodations.

Employee Printed Name: _____

Employee Signature: _____Date: _____