

Bus Aide

Pemiscot County Special School District

Job Title: Bus Aide
Department: Transportation
Reports to: Transportation Director, Building Principal or as assigned by Superintendent
Classification: Non-exempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

Job Summary:

Bus Aides assists with the transport of students in district transportation.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities:

An individual who holds this position must:

Assist in the transport students over specified routes according to an established time schedule.

Assist in the transport students to events and field trips.

Assist in the enforcement of the student bus discipline code.

Submit required medical certification as required.

Participate in required training.

Participate in required drug and alcohol testing.

Operate bus lift as needed.

Hook up wheelchair/s correctly and safely as required per assigned route.

Any other duties as assigned by assigned supervisor.

Supervisory Duties:

Bus Aides supervise students while assisting in the transporting of students.

Qualifications:

Education

High school diploma or the equivalent.

Certificates, Licenses, Registrations

Bus Aides will eventually be required, within specified time frame given, to secure a Valid Missouri Commercial Drivers License with S endorsement and P endorsement

Skills and Abilities:

Bus Aide

Language

Ability to read and write simple sentences in English, read and understand maps and possess basic writing skills sufficient to complete pre and post trip reports and student discipline referrals

Ability to interact in a friendly manner with co-workers, parents and students

Computational

Ability to add, subtract, multiply and divide and to do so using units of American weight, volume and distance measurement

Reasoning

Ability to understand and follow Board policies, administrative procedures and training and handbook materials

Other Skills and Abilities:

Ability to interact in a friendly manner with co-workers, parents and students

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands:

The individual who holds this position must:

Be able to see and hear

Sit for long periods of time

Occasionally walk and stand

Frequently bend and twist the torso and neck

Frequently use repetitive arm, wrist and hand movements

Occasionally lift up to 75+ pounds

Use close, distance and peripheral vision as well as depth perception

Operate bus lift as needed

Hook up wheelchair/s correctly and safely as required per assigned route

Attendance

Consistent and regular attendance is an essential duty of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who holds this position must:

Bus Aide

Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit. Occasionally work in rain, sleet and ice and drive and or walk on slippery conditions. Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.