

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Descriptions**

<b>JOB TITLE:</b>	Bus Assistant	<b>WAGE/HOUR STATUS:</b>	Nonexempt
<b>REPORTS TO:</b>	Transportation Manager	<b>PAY GRADE:</b>	<b>310</b>
<b>DEPT./SCHOOL:</b>	Maintenance/ Transportation	<b>DATE REVISED:</b>	06/23/05

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**PRIMARY PURPOSE:**

Responsible for assisting students on/off bus and for keeping students safe and orderly while on the school bus.

**QUALIFICATIONS:**

**Education/Certification:**

Ability to read and understand English

**Special Knowledge/Skills:**

Capable of responding in emergency situation  
Willingness to execute written employment contract with Plano ISD

**Experience:**

Must be a minimum of 19 years of age

**MAJOR RESPONSIBILITIES AND DUTIES:**

Assist the driver in watching students get inside school or residence.

Assist disabled students entering and leaving the school bus, including assisting wheelchair-bound students.

Assist the driver with student safety and discipline on bus.

Attend required inservice.

Maintain knowledge of route information on students and route directions.

Oversee the use of safety harnesses or other equipment and ensure that all students remain seated during travel.

Restrain students as necessary for safety **NOT PUNISHMENT**.

Exhibit personal conduct and appearance that serve as an example for children.

Assist bus driver in bus maintenance activities (cleanliness, etc.)

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.

Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

**EQUIPMENT USED:**

Uses wheelchairs and tie downs, restraints, seat belts, wheelchair lift, and radio

**WORKING CONDITIONS:**

**Physical Demands:** (If appropriate)

May be required to assist students in seat or push wheelchair into or out of position to be located. May be required to put students into seat belts or harnesses and may need to separate students for fighting. Must be able to lift and carry weight up to 50 pounds. Maybe required to have ability to maneuver students in wheelchair on and off bus. Hearing aide is permissible. Frequent standing, sitting, bending, kneeling, pushing and pulling.

**Environment:**

Must be able to work in inclement weather, outside and inside in heat or cold; excessive noise, intermittent; fumes, smoke or gases; grease and oils; work around machinery with moving parts; work around moving objects or vehicles.

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Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by

Date

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Reviewed by

Date

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position .