

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Bus Assistant	Wage/Hour Status:	Non-Exempt
Reports To:	Route Supervisor	Pay Range:	213
Dept./School:	Transportation	Date Revised:	06/20/18

Primary Purpose:

Safely, efficiently and professionally assist with special needs and regular education students during all aspects of busing in support of Plano ISD mission of providing an excellent education for each student via route service, extracurricular trips and shuttles.

Qualifications:

Education/Certification:

Minimum 19 years of age (required)

Special Knowledge/Skills:

Ability to respond in emergency situation

Ability to operate safety and adaptive equipment

Ability to work with students with special needs or disability

Ability to manage student behavior

Effective communication skills

Experience:

No previous experience required

Major Responsibilities and Duties:

Assist the driver in helping students board and exit the bus including via wheelchair lift

Assist driver with community driveway gates when applicable

Assist in securing wheelchairs to appropriate lock down device

Assist driver in evacuating students in an emergency situation including carrying or blanket dragging students off the bus

Adapt to each student's special medical, physical, communicative and emotional needs

Assist the driver with student safety and discipline on bus

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Maintain knowledge of route information on students and route directions and follow all instructions for each student

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

Restrain students as necessary for safety in accordance with department guidelines and Plano ISD policy

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

Assist bus driver in conducting pre and post trip inspection and in keeping the interior of the bus clean

Attend all required training, meetings and in service events

Maintain effective student behavior management over groups of students

Assist in maintaining and/or filling out records including but not limited to count sheets, safety reports, route copies

Operate equipment including adaptive equipment in a safe and efficient manner according to established procedures

Follow established procedures and techniques to perform job duties including lifting, climbing, assisting students, etc.

Establish and maintain good rapport with students, campus staff, parents and coworkers

Report and collaborate with driver and route supervisor regarding problems and concerns

Follow emergency procedures and help driver administer first aid if necessary

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

Follow attendance policy as assigned by supervisor and in accordance with PISD policy and procedures

Perform other functions that may be assigned by the administration, director and/or supervisor

Equipment Used:

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

Working Conditions:**Physical / Environmental Demands:**

Must be able to lift and carry up to 50 pounds; frequent standing, sitting, bending, kneeling, pushing and pulling; occasional irregular hours; 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

Mental Demands:

Must maintain emotional control under stress

Acknowledgement:

Job Title: Bus Assistant

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 06-20-17 _____

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. District administration and/or my supervisor has 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.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____