

**POSITION DESCRIPTION**  
**Muskingum County Board of DD**

<b>CLASSIFICATION TITLE:</b>	Bus Assistant
------------------------------	---------------

<b>EMPLOYMENT STATUS</b>	Part-Time (9 Month)	<b>REPORTS TO</b>	Transportation Supervisor
<b>FLSA STATUS</b>	Non-Exempt	<b>DEPARTEMENT</b>	Transportation
<b>WORKING HOURS</b>	Monday – Friday (6:45 am – 9:15 am and 2:30 pm – 5:00 pm)		

**DISTINGUISHING JOB CHARACTERISTICS**

Monitors, supervises, provides assistance and ensures safety and well-being of children with developmental disabilities while being transported on a school bus.

The employee typically works a regularly assigned schedule and route, although the route and schedule may be changed at any time, with or without prior notice, to meet the needs and operations of the county board.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

***To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.***

Maintains responsibility for monitoring and supervising students in transport to and from school, field trips and other locations. Enforces bus riding rules and regulations.

Provides assistance to students in fastening seatbelts as required, placing young students into car seats, and meeting other needs and regulatory standards. Lifts and helps load and unload students onto and from the bus, secures wheelchairs into safety slots and assists with wheel chair lift.

Maintains responsibility for the safety of students being transported, in cooperation with the Bus Driver. Maintains communication with Bus Driver regarding safety and other problems to ensure safety and well-being of students. Verifies that each student has necessary medical devices/equipment before transporting to and from school. Responds to students requiring hygiene assistance or who may become ill on the bus. Responds promptly to medical emergencies. Assists the Bus Driver with cleaning and sanitizing the bus to maintain the health and well being of the bus students.

Completes UI/MUI forms when incidents occur that are out of the ordinary or if any form of abuse or neglect is observed, reported by an individual or reported by someone else.

Maintains courtesy and good public relations with citizens and other individuals as a Board representative. Answers routine questions and provides general information. Relates county board philosophies and activities to public in a positive supportive manner.

Attends annual safety programs and other training as required. Participates in emergency exit drills including rear and front door evacuations.

Responsible to fill in as Bus Driver as needed and/or assigned.

**OTHER DUTIES AND RESPONSIBILITIES**

Complete coursework through intranet training, on-line courses, and classroom instruction related to health and safety of individuals we serve, including but not limited to Exposure Control Plan procedures, administration of emergency medications, and VNS magnet use. As assigned, successfully demonstrate adequate knowledge and skills in performing duties related to health and safety of individuals we serve to a Muskingum County Board to the registered nurse, including but not limited to Exposure Control Plan procedures, administration of emergency medications, and VNS magnet use.

## SCOPE OF SUPERVISION

2 of 3

None.

## EQUIPMENT OPERATED

School bus; two-way radio; gas pumps; power washer; oil pump; step ladder; wheel chair lift.

## CONTACTS WITH OTHERS

Students; family members; other program staff; general public.

## CONFIDENTIAL DATA

Student medical information. Completes duties which involve confidential subject matter in consideration of and in compliance with HIPAA.

All employees are considered to be confidential employees who shall abide by confidentiality and HIPPA regulations and shall agree to abide by all policies surrounding confidential and sensitive information. Each person entrusted in any position or aspect of employment with the County Board holds a position of trust relative to this information and shall recognize the responsibilities entrusted to them in preserving the security and confidentiality of this information.

## WORKING CONDITIONS

Employee is exposed to typical weather and driving conditions when riding bus, including occasional unexpected inclement weather and road conditions. Possible exposure to blood-borne pathogens, body fluids, communicable diseases and aggressive behavior.

## USUAL PHYSICAL DEMANDS

***The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.***

While performing duties of this job, the employee sits and rides on the bus for extended periods of time. The employee typically stands, walks and balances while bus is in transit to provide needed assistance to students. The employee typically lifts students of varying weights onto the school bus, and climbs steps to get into bus. Occasionally the employee stoops, kneels, crouches or crawls. The employee uses normal vision demands, with occasional long distance requirements. The employee typically converses verbally with the students, family members, general public, program staff and others.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** the care and supervision of individuals with disabilities; MUI/UI's; Rights of Ohioans; Blood-borne pathogens.

**Ability to:** maintain effective working relationships and communicate with individuals with developmental disabilities; maintain good public relations with citizens and other drivers; effectively supervise students in accordance with Board code of conduct and approved behavior management plans; follow verbal and written instructions; maintain confidentiality of confidential and sensitive subject matter; demonstrate patience.

**Skill in:** CPR; First Aid.

## QUALIFICATIONS

High school diploma or equivalent required; Must currently hold or must obtain CDL License with School Bus Endorsement within six months of employment in order to act as substitute bus driver if needed; Maintain qualifications in accordance with OAC 3301-83-06 (B) and (C) as it relates to School Bus Drivers and Maintenance Personnel.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements. 3 of 3

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Maintain valid State Motor Vehicle Operator's License and CDL License with School Bus Endorsement in state of residence; Maintain clean driving abstract and proof of insurability; obtain and maintain First Aid and CPR Certification.

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.**

**MANAGEMENT APPROVAL**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Superintendent** **Date**

**EMPLOYEE UNDERSTANDING**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Employee** **Date**