

POSITION DESCRIPTION
Muskingum County Board of DD

CLASSIFICATION TITLE: Bus Assistant

EMPLOYMENT STATUS	Part-Time (9 Month)	REPORTS TO	Transportation Supervisor
FLSA STATUS	Non-Exempt	DEPARTEMENT	Transportation
WORKING HOURS	Monday – Friday (6:45 am – 9:15 am and 2:30 pm – 5:00 pm) 183 Days in accordance with board approved Starlight School Calendar		

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 of the safety of students being transported in cooperation with the Bus Driver in monitoring and supervising students in transport to and from school, field trips and other locations.
- Maintains communication with Bus Driver regarding safety and any other issues to ensure safety and well-being of students.
- 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.
- 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 and notifies nursing staff as required.
- Assists the Bus Driver with cleaning and sanitizing the bus to maintain the health and well-being of the students.
- Mandated Reporter: 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.
- Completes coursework through intranet training, on-line courses, and classroom instruction related to health and safety of students.

SCOPE OF SUPERVISION

Employee reports directly to the Transportation Supervisor.

EQUIPMENT OPERATED

Two-way radio; gas pumps; power washer; oil pump; step ladder; wheelchairs; wheel chair lift; adaptive equipment; communication devices; hydraulic bus lifts; hoyer lift; walker; copier; fax machine' telephone; other general office equipment.

CONTACTS WITH OTHERS

Students; parents; family members; other program staff; and the 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 possible unexpected inclement weather and road conditions. Possible exposure to blood-borne pathogens, contagious diseases, communicable diseases, and body fluids. Employee works in close contact with individuals with developmental disabilities in a variety of situations which may include physical and behavioral issues. Must be able to cope with stressful situations related to students with developmental disabilities, their families, staff, and the community. May be exposed to challenging behaviors, which may cause injury and require the use of intervention techniques. May be exposed to occasional safety hazards including but not limited to slips/falls, falling objects, hazardous chemicals/materials, cuts, burns, and eyestrain. Must exhibit flexibility in work schedule and job tasks.

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. The employee occasionally reaches with hands and arms, climbs, balances, stoops, kneels, crouches or crawls. The employee occasionally lifts or exerts force on items, which weigh up to 50 pounds. The employee must be physically capable to lift, carry, and move students of varying weights in accordance with training, including children, adolescent, and adults in a safe manner according to training requirements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: the care and supervision of students with disabilities; MUI/UI's; Rights of Ohioans; Blood-borne pathogens; and communicable diseases; child growth and development; family dynamics; child abuse and neglect recognition reporting requirements; and developmentally appropriate practices.

Ability to: maintain effective working relationships and communicate with individuals with developmental disabilities; maintain good public relations with general public and co-workers; effectively supervise students in accordance with county board code of conduct and approved behavior management plans; follow verbal and written instructions; maintain confidentiality of protected health information and sensitive subject matter; demonstrate patience; understand and follow general instructions.

Skill in: verbal and written communication; providing childcare; physical management of students and equipment.

QUALIFICATIONS; LICENSURE, AND CERTIFICATION REQUIREMENTS

High school diploma or equivalent required; Must 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

Updated: March 2022