



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Special Education Bus Aide

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 260

**REPORTS TO:** Transportation Supervisor

**DATE REVISED:** 12/05

### **PRIMARY PURPOSE:**

- Ride buses and helps driver ensure safe and orderly transportation of students with disabilities.

### **QUALIFICATIONS:**

#### **Special Knowledge/Skills:**

- Ability to follow verbal instructions and communicate effectively
- Ability to operate safety equipment and adaptive equipment
- Ability to work well with children with disabilities

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **Student Management:**

1. Lift and carry students with disabilities on and off the bus according to their individual needs.
2. Supervise students on the bus and as they board and leave bus and cross street.
3. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.

4. Manage student behavior and report student discipline problems to appropriate administrator.
5. Communicate with teachers and parents daily regarding student behavior while on bus.

**Route and Schedules:**

1. Become familiar with all routes to and from school campus to be of assistance.
2. Maintain required logs and records.

**Safety:**

1. Supervise use of seat belts, harnesses, or car seats by students.
2. Properly secure wheelchairs and occupants. Follow emergency procedures and help driver administer first aid, if necessary.
3. Operate equipment according to established safety procedures.
4. Follow established procedures and techniques to perform job duties including lifting, assisting students, etc.
5. Correct unsafe conditions in work area and inform supervisor of any conditions that are not immediately correctable.

**Other:**

1. Maintain good working communications with co-workers and other staff members.
2. Maintain good attitude in difficult situations. Help maintain cohesiveness among employees. Perform duties in a timely and organized manner.
3. Project a professional image through demeanor and dress.
4. Comply with Maintenance/Transportation Department policies and procedures.
5. Comply with policies and procedures as outlined in employee handbook and addendum.
6. Maintain regular and reliable attendance. Adhere to proper channels when communicating ideas, problems, etc.
7. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:**

Two-way radio; safety equipment including but not limited to flares, reflective signs, and fire extinguisher; specialized and adaptive equipment used by students

**Posture:**

Prolonged sitting; frequent standing and twisting; occasional kneeling/squatting, bending, stooping, and pushing/pulling

**Motion:**

Prolonged driving; moderate walking; frequent climbing stairs, grasping/squeezing, wrist and shoulder flexion/extension, and reaching

**Lifting:**

Frequent heavy lifting (45 pounds or over) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non ambulatory students, and lifting and moving adaptive equipment daily

**Environment:**

Frequent exposure to extreme hot and cold temperatures, noise, and vehicle fumes; exposure to biological hazards (bacteria, communicable diseases); work around moving vehicles; regularly work irregular hours, and occasionally work prolonged hours

**Mental Demands:**

Maintain emotional control under stress

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**