

**School District of Santa Rosa County
Job Description**

Bus Assistant

Reports to: Director of Purchasing and Contract Administration	FLSA Status: Non-Exempt
Department: Transportation	Prepared by: Human Resources
Date: April 24, 2014	Job Code: 11010
Position #: 80025	Range: 5

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assists in loading and unloading students at designated stops and school sites;
- Develops a good working relationship with drivers, teachers, parents and school personnel;
- Assists a substitute driver by knowing route;
- Monitors students for disruptive behavior;
- Helps driver maintain discipline on the bus;
- Assists students with seat belts, harnesses, baby seats and wheel chairs and taking care of same;

Supervision Received:

Driver Supervisor
Operations Supervisor
Transportation Director
Director of Purchasing and Contract Administration

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Completion of 20 hour bus training course and training on highway safety rules and regulations.

Preferred:

N/A

Physical Demands:

Requires moderate to heavy lifting to assist handicapped students; requires standing, stooping, bending, lifting up to 50 pounds and walking. School bus and outdoors at student stops. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must have the ability to install car seats, star seats, wheel chair tie downs and harnesses.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.