

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Bus Aide/bus Attendant

GENERAL DESCRIPTION

The essential function of this position within the organization is to assist the bus driver with maintaining safe and comfortable transportation for assigned students to and from designated stops.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Work with the bus driver as a team to transport students to and from school safely.

Assists the bus driver with following the student code of conduct for school bus safety.

Assists the bus driver and parents with loading/unloading the students at the bus stop.

Assists the bus driver and school personnel with loading/unloading the student on the school grounds.

Enforce safety rules and provide firm direction to the students.

Report misconduct of students on the appropriate form and turn in report of student misconduct to the designated school administrator.

Attend assigned workshops and training programs.

Maintains discipline on the bus in accordance with recommendations of the administration.

Ensure that all students are secured and when appropriate, secure restraining devices, i.e., seatbelts, harnesses and toddler seats.

When transporting wheelchairs, work with the bus driver as a team to properly fasten all wheelchair hookups.

Position self on the bus in a location which allows observation and assistance to all students at all times.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

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Minimal requirements which may include assessing and/or conceptualizing work environment, conditions and job completion task requirements including resource needs..

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Speaks with or signals to people to convey or exchange information.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses some addition and subtraction, light multiplication/division.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Impact of decisions is minor – affects only those in immediate work area.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

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Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

High School Diploma or equivalent preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

A minimum of 1 year of work experience in schools or related work in a public agency, or private business.

Basic skill in oral and written communication.

Demonstrated ability to work with diverse groups of people.

Experience with industry-standard computer applications.

Experience working with children.

Ability to recognize individual student capabilities and exceptions while maintaining order on the bus and while administering to students' individual needs, as required.

Physical ability to secure a wheelchair, use a wheelchair lift, and/or secure a harness on a student, if required.

Knowledge of equipment as related to specific job functions.

Knowledge of all aspects of the assigned bus route.

Must possess or be able to obtain certification in CPR and First Aide; may be required to obtain other specific certifications or complete coursework as deemed necessary by supervisor.

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*A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.

Requires medium work involving standing or walking some of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery, tools, or office equipment.

Unavoidable Hazards:

"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens.

Sensory Requirements:

"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Transportation Director

Supervises:

No supervisory duties

PAY GRADE: From: BDA1 To: BDI1

Number of Months: Number of Days: Hours:

Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and

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duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016