



JOB TITLE	DEPARTMENT	REPORTS TO
Bus Aide/Attendant	Transportation	Transportation Area Manager

<b>Position No:</b> 78032	<b>Length of Work Year:</b> 183 days
<b>Salary Schedule:</b> CUHA	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 3/11/08; 7/18/16; 5/30/18; 8/30/21

JOB GOAL
To assist bus driver in attending to needs and safety of special education students and in maintaining order on the assigned bus.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. High School Diploma preferred.</li> <li>2. At least 18 years of age.</li> <li>3. Demonstrate ability to work with students</li> <li>4. Able to prepare written reports.</li> <li>5. Demonstrate aptitude or competence for assigned responsibilities.</li> <li>6. Able to successfully pass physical dexterity test of School Board and physical by a Board approved physician.</li> <li>7. Ability to perform functions of the position.</li> <li>8. Successful completion of a Physical Capacity Test specific to the essential functions and measured physical demands of the position.</li> </ol>
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To assist the bus driver in maintaining good student conduct on the bus.</li> <li>2. To assist young or disabled students in getting on and off the bus.</li> <li>3. To assure that students get on and off the bus in an orderly fashion.</li> <li>4. To provide written records of violations of the student code of conduct to the transportation supervisor.</li> <li>5. To collect and turn over to the school secretary those personal items left on the bus by students.</li> <li>6. To assist in securing wheel chair tie downs.</li> <li>7. To ensure no student is left on the bus at end of a.m. and p.m. routing.</li> <li>8. To assist in conducting emergency evacuation of students and to lift or carry students as required in an emergency.</li> <li>9. To sit in rear position, unless assigned to an alternate location on bus and to actively observe students while on the bus.</li> <li>10. To complete and submit Medicaid forms for eligible students.</li> <li>11. To perform assigned tasks in a timely and efficient manner.</li> <li>12. To perform assigned tasks with a high standard of quality.</li> <li>13. To perform other duties as required by the Supervisor.</li> </ol>

**PHYSICAL DEMAND CLASS:**

Medium Heavy (MH) - Frequent lifting and carrying of objects weighing 35 pounds or less. Infrequent lifting and carrying of objects weighing 35-70 pounds. Continuous walking and/or standing is required to carry out duties. Infrequent walking at fast pace and/or running may be required.

For the Position of: **BUS AIDE - ATTENDANT**  
**PDC Level: HEAVY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Candidates will be required to successfully complete the following job specific tests prior to being recommended to the School Board for hire.

**Job Specific Task I**

**Task Simulated:** Lifting/Transferring students

**Equipment Used:** NIOSH box weighted to 70 lbs., 2 20-inch height shelves or surfaces

**Description of Task Simulation 1:** With NIOSH box weighted to 70 lbs. and placed on shelf so lower box handles are at 20-inch height from floor, the candidate will lift using lower handles then pivot to place box on a shelf at similar height. This is to be done for 2 repetitions.

**Job Specific Test II**

**Task Simulated:** Push/Pull - Student mobility/Bus Door

**Equipment used:** Sled weighted for 50 lbs. /force or Force gauge

**Description of Task Simulation 2:** Candidate will demonstrate ability to push then pull a weighted sled with hands at self-selected height for 5-feet, one repetition for each direction. If a sled is unavailable, the candidate, using a force gauge w/ handles at self-selected height to generate peak force of 50 lbs. for pushing and pulling for 1 repetition for each direction.

**Job Specific Test III**

**Task Simulated:** Seat belt Handling

**Equipment used:** Fine motor activity tools (buckle strap or similar fine motor activity)

**Description of Task Simulation 3:** Candidate will demonstrate ability to assume posture (including stoop, kneel, or crouch) to reach at arm's length to 20-inch height from floor to perform fine motor activity for 1-minute. This is to be done for 1 repetition.

**Job Specific Test IV**

**Task Simulated:** Bus Entry/Exit Step Climb

**Equipment used:** Stepladder

**Description of Task Simulation 4:** Using available handholds, candidate will demonstrate ability to climb up/down to the 3<sup>rd</sup> rung. This is to be done for 3 repetitions.