



SCHOOL DISTRICT U-46
JOB DESCRIPTION
TRANSPORTATION DEPARTMENT
BUS DRIVER ASSISTANT

JOB DESCRIPTION REVISION DATE: 7/25/2011

POSITION TITLE: Bus Driver Assistant

DEPARTMENT: Transportation

REPORTS TO: AM and PM Office Managers

SUPERVISES: All functions related to areas of safely transporting the students of U-46.

POSITION GOAL:

To provide a safe and secure environment for the students of School District U-46. To provide support to the professional school bus driver by assisting with student safety and discipline. Maintain the highest level of professionalism and service at all times while fulfilling these functions and responsibilities.

ESSENTIAL FUNCTIONS:

1. Must be alert and aware of all activities taking place on the bus to ensure student safety.
2. Enforce and adhere to all mandatory safety regulations of transported students.
3. Maintain student discipline and report violations to the appropriate authorities.
4. Support and assist in maintaining the cleanliness of assigned vehicle.
5. Maintain assigned schedule by maintaining assigned drivers' schedule.
6. Inspect bus before each operation for student safety equipment, complete necessary reports, and notify proper authority of safety equipment absence or mechanical failure.
7. Exercise responsible and professional leadership at all times.
8. Only transport authorized students; only discharge students at authorized stops.
9. Inspect the inside of the bus following each run and prior to exiting the bus for sleeping children and/or forgotten articles.
10. Must report all accidents/incidents and complete the required paperwork.
11. Enforce and adhere to all regulations set forth by the Board of Education.
12. Other duties as assigned.

KNOWLEDGE AND CRITICAL SKILLS:

1. Must have the ability to multi-task and work well under pressure while displaying professional and responsible leadership.
2. Must be a very safety oriented individual.
3. Must have the willingness and ability to relate to "today's student" with an open mind.
4. Must have a pleasant manner and ability to communicate effectively and professionally at all times.
5. Must be a team player with an excellent work ethic.
6. Must be a role model and demonstrate responsible and positive leadership at all times.
7. Must be organized and detail oriented with the ability to provide student care as needed on an individual and group level.
8. Must have a pleasant radio voice and the ability to remain calm in stressful and demanding



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situations.

EXPERIENCE:

1. Previous experience interacting with children.
2. Customer service experience preferred.
3. Identifying and preventing escalating misbehavior and/or negative behavior.
4. Diffusing and calming negative situations.

Comments: The knowledge, critical skills, and experience listed above are typical for this position; however, any equivalent combination of education, training, and/or experience, may be acceptable.

ENVIRONMENTAL CONDITIONS:

1. Possible exposure to body fluids and airborne pathogens.
2. Exposure to diesel fuel, gasoline, and all other vehicular fluids and fumes.
3. Exposure to slippery, wet, and snowy conditions.
4. Exposure to extreme heat.

PHYSICAL DEMANDS:

1. Ability to work in a very fast paced and stressful environment 100% of the day.
2. Ability to sit for long periods of time.
3. Ability to walk within a moving bus.
4. Ability to bend, kneel, and lift during the course of the normal work day.
5. Ability to effectively work within an often overcrowded, noisy, and distracting environment.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

This is a ten-month position. Salary per DUTU and as approved by the Board of Education.

EVALUATION:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service personnel.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

