

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SCHOOL BUS AIDE

1 of 4

QUALIFICATIONS

Knowledge of

1. Assertive and assaultive behavior protection and basic self-defense methods.
2. Child guidance principles and practices, especially as they relate to school-age children with multiple and severe emotional, physical, and special learning challenges.
3. Diseases and disabilities commonly afflicting assigned special education population.
4. Basic first aid practices, procedures, and techniques.
5. Supervision and control of student passengers.
6. Health and safety regulations.
7. Principles and techniques of discipline and behavior modification.
8. Proper use and positioning of specialized equipment and apparatus used for severely, physically, emotionally and multi-handicapped students.
9. Safe practices concerning school bus transportation.
10. Operation of seat belt and restraining harness.

Ability to

1. Ride a school bus and assist the school bus driver in maintaining discipline while the bus is in operation assuring safety of students.
2. Communicate effectively with students, faculty, specialists, parents, and other adults.
3. Establish and maintain effective rapport with students, parents, and community members.
4. Establish and maintain effective working relationships with those contacted in the performance of required duties.
5. Handle all matters in a tactful, courteous, and confidential manner as to maintain and/or establish good public relations.
6. Learn and provide for the special needs, problems, and requirements of severely and physically handicapped students.
7. Provide specialized physical health care services (SPHCS) for students, including but not limited to: diapering, catheterizations, g-tube feedings, trach suctioning, and medication administration for students when trained and supervised (direct or indirect) by the credentialed school nurse.
8. Lift, restrain, and discipline students according to approved policies and procedures.
9. Maintain confidentiality of pupil and school information.
10. Maintain patience and a positive attitude in stressful situations.
11. Obtain and maintain a valid (American Heart Association or American Red Cross) First Aid Certificate and CPR Certificate.
12. Present and maintain a pleasant appearance and demeanor.
13. Provide patient, sensitive, gentle and tactful assistance to students and parents.
14. Read, apply, follow, and explain rules, regulations, policies and procedures.
15. Maintain current knowledge of emergency evacuation procedures.
16. Observe health and safety regulations, administer first aid.
17. Be a productive and active team member.

Training and Experience

1. Any combination of education equivalent to the completion of the twelfth (12th) grade and two (2) years of successful experience in working with school-age children in an organized setting, including at least one year experience working with special education children suffering from severe, physical, and multiple disabilities desired.
2. A work history demonstrating dependability, reliability, and good attendance.
3. Some positions may require the possession and maintenance of a valid State of California Driver's License, have an acceptable driving record; and be insurable by the District's insurance carrier and maintain such insurability during the course of employment.

REPORTS TO: Director of Transportation

JOB GOAL: Under the direction of the Director of Transportation, oversees students and/or severely and physically handicapped students, including seriously emotionally disturbed, multi-handicapped, medically fragile, the blind, deaf, and orthopedically impaired special education students over scheduled routes and/or to/from special excursions, enforcing rules, regulations, and laws to maintain safety during transport; and ensuring the safety of special education students during transport, loading and unloading from buses.

ESSENTIAL FUNCTIONS

1. Assists in maintaining health and safety of severely and physically disabled students, including the emotionally and physically fragile, by being aware of environment and the potential hazards of student actions.
2. Provides specialized physical health care services (SPHCS) as directed when properly trained by credentialed school nurse.
3. Administers first aid to students including EPI-Pen and treatment of injuries for the purpose of providing emergency or necessary care in accordance with district, state and federal requirements.
4. Assess potential emergency situations for the purpose of taking appropriate action to protect the wellbeing of passengers.
5. Assists Bus Driver in cleaning/sanitizing the interior of the buses for the purpose of ensuring a safe and sanitary environment.
6. Assists Bus Driver in maintaining order and discipline on the bus for the purpose of ensuring the safety and well-being of students on the school bus.
7. Assists in conducting emergency evacuation drills.
8. Assists special education students to ensure safe transport, ingress, and egress from buses including both emergency situations and normal transport.
9. Assist student loading, unloading, and seating arrangements as required, including escorting students on or off the bus to and from the pick-up/drop-off location.
10. Lifts, moves, and adjusts students, especially non-ambulatory students; assists in loading/unloading of students from buses assuring seat belts and other appropriate devices are secured as required to make certain students remain in safe environment.
11. Instructs special education students and other passengers for the purpose of enforcing rules and regulations and maintaining safety.
12. Monitors students and activities in and around buses for the purpose of maintaining order and discipline as required to assure compliance with bus safety procedures.
13. Assists students by providing proper examples, emotional support, a patient and friendly attitude and general guidance.

ESSENTIAL FUNCTIONS (continued)

14. Prepares written materials (e.g. referrals, incident reports, student count, passenger misconduct, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
15. Reports observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel.
16. Follows district policies and procedures.
17. Knows and understands the Mission and Core Values of the district.
18. Rides a school bus for the purpose of providing safe and secure transportation of students assuring proper seating assignments and making certain bus rules are followed.
19. Participates in departmental and district in-service training as required.
20. Performs other related duties as required.
21. Communicates with drivers, parent, students, and teachers for the purpose of providing information regarding special needs for students, bus schedules, seating arrangements, and other related concerns and questions.

OTHER FUNCTIONS

1. Attends I.E.P. and other special education meetings as required.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to thirty (30) pounds frequently, and sixty (60) pounds occasionally.
9. Able to carry up to thirty (30) pounds frequently, and sixty (60) pounds occasionally.
10. Able to sustain strenuous manual labor for 15-30 minutes at one time.
11. Able to push and pull objects weighing up to sixty (60) pounds.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to demonstrate manual dexterity necessary to assist students with buttoning clothing, eating, operating a computer or assist staff with student toileting procedures.
20. Able to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid First Aid and CPR certificate issued by authorized agency.

TERMS OF EMPLOYMENT: 10, 11, or 12-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The site administrator or his/her designee will give the evaluation.

Approved by: Board of Education Date: March 20, 2020

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**