

Job Title: Bus Assistant

Wage/Hour Status: Non Exempt

Reports to: Transportation Coordinator

Pay Grade:

Dept/School: Transportation /Navarro ISD

Date Approved: June, 2007

PRIMARY PURPOSE: To assist the driver in transporting students to and from school safely.

QUALIFICATIONS:

Educations/Certifications:

Training provided

Special Knowledge/Skills:

Must meet physical and medical requirements and pass drug and alcohol screening

Ability to lift minimum 50 pounds

Possess care and understanding for Special Needs Students.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Meet students and assist with safe loading
2. Seat students using needed restraints-seat belt, harness, car seat or wheel chair.
3. Observe and assist students during trip keeping students comfortable and safe
4. Report any difficulties or changes in students needs to office. Document all misbehavior.
5. Must be able to physically assist passengers in evacuation of vehicle in case of emergency
6. Assist and keep interior of vehicle clean and presentable
7. Other duties as assigned.

EQUIPMENT USED:

Two-way hand held radio, fire extinguisher, installed two-way radio, wheel chair lift.

WORKING CONDITIONS:

Physical Demands/Environmental Factors

Moderate walking, standing, pushing, stooping, bending, twisting, reaching/overhead reaching, climbing steps. Exposure to exhaust fumes, and gasoline.

EVALUATION:

Performance of this job will be evaluated with provisions of the Board Policy on Evaluation of Auxiliary personnel.