

Job Safety Analysis (JSA)

Position Information

Position Title: **Specialized Support Assistant**

Department: Transportation – All Terminals

Reports to: Terminal Supervisors

Job Tasks, Hazards, and Controls

Task	Hazards	Control Measures
Assisting students on/off the bus	Slips, trips, strains from lifting	Use proper body mechanics; ensure handrails are used; wear slip-resistant shoes
Securing wheelchairs and car seats	Musculoskeletal injury, entrapment hazards	Receive training on securement procedures; use proper techniques and PPE
Monitoring and managing student behavior	Verbal conflict, physical aggression	Use de-escalation techniques; maintain clear communication; report issues promptly
Emergency evacuation assistance	Injury from lifting or confined spaces	Clearly communicate emergency drills procedures with students. Follow district and department emergency protocols and evacuation procedures
Operating safety equipment	Pinch points, strain from manual operations	Use tools as trained; inspect equipment regularly; report malfunctions immediately
Conducting pre/post trip equipment checks	Falls, exposure to contaminants	Use gloves; inspect in good lighting; maintain proper footing on bus steps
Documentation and incident reporting	Repetitive stress injury, distraction	Take breaks as needed; complete reports in quiet, secure environment
Cleaning and removing hazards from bus	Chemical exposure, back strain	Wear gloves; use safe and approved cleaners; lift with legs, not back

Emergency Considerations

- Evacuation Support: Assist students in exiting bus safely; follow assigned emergency protocols.
- Medical Emergencies: Provide CPR or first aid if certified; report to driver and dispatch immediately.
- Behavioral Emergencies: Use calming techniques; alert driver; follow behavior support protocols.