
Bus Assistant, Special Needs Central - Transportation(Job Id 21872)

Location: Broadway Complex

Category: Bus Assistant

Employment Type: Employee

Post Date: 06/15/2022

Close Date: 07/15/2022

Description

UPDATED

Location: Broadway Complex

Work Schedule: 180 Days

Work Type: Regular Part-Time

Exempt: No

Pay Grade: O2

REASONS TO JOIN NEISD

[Click here to view compensation information for Bus Driver/ Assistant jobs](#)

PRIMARY PURPOSE SUMMARY

Responsible for maintaining the health, safety and welfare of the students while in their care.

ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:

1. Follows all District and Department policies and procedures as set forth in the North East Independent School District (NEISD) Transportation Employee Handbook and related School Board Policies and reports to the appropriate supervisor all incidents or inappropriate stops on the route.
2. Operates all adaptive equipment associated with the assigned bus or student; including, but not limited to wheelchair tie down items, car seats, safety vests and seat belts.
3. Adjusts schedule in a timely manner due to additions or deletions of each student.
4. Provides necessary assistance to students as they board and depart the bus.
5. Monitors students throughout the bus ride and addresses individual needs and wants.
6. Provides support, guidance and instruction to help students and parents understand and comply with bus rules.
7. Documents and reports all incidents, illnesses or injuries that occur during the bus ride to the driver and appropriate supervisor.
8. Documents and reports all unsafe student behavior on the appropriate form.
9. Shares student information with the appropriate supervisor, bus driver, school personnel and parents.

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10. Maintains all required documentation regarding students on the assigned bus after each run.
11. Remains alert and attentive during the entire bus ride.
12. Assists spare drivers with directions, student information and route information.
13. Assists the driver in maintaining the cleanliness of the bus and conducting pre/post trip inspections.
14. Checks Bio-environmental and First Aid Kits and ensures all equipment/securement devices are available and serviceable prior to each run.
15. Provides Cardio Pulmonary Resuscitation (CPR) and First Aid when necessary when trained.
16. Performs other related duties as may be assigned by the Special Needs Transportation Supervisors or the Transportation Operations Manager.
17. Attends in-service, post hire and all other scheduled training classes.
18. Maintains confidentiality of information.
19. Reports to work on time every day.
20. Performs all other tasks and duties as assigned.

QUALIFICATION REQUIREMENTS:

- Must be eighteen (18) years of age or older
- Successful completion of a pre-employment physical examination to include vision, hearing, drug testing and an ADapt Functional Test
- Ability to read, write and comprehend simple instructions, short correspondence and memos
- Ability to interpret documents such as safety rules, instructions and procedure manuals
- Ability to follow written and verbal instructions
- Ability to communicate effectively
- Ability to manage student behavior

While all applications will be reviewed, not all applicants will be interviewed.

NORTH EAST INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER