

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6171  
 Pay Grade: D05

FLSA: Non-Exempt

<b>BUS ASSISTANT</b>
<p><b><u>REPORTS TO:</u></b>          Transportation, Assistant Compound Manager</p>
<p><b><u>SUPERVISES:</u></b>          Not Applicable</p>
<p><b><u>QUALIFICATIONS:</u></b>          Ability to read, write, understand and follow written and verbal instructions. Ability to work flexible hours.</p> <p><b><u>PREFERRED:</u></b>          High School Diploma or possession of a GED. One (1) year of experience working with students with disabilities.</p>
<b>MAJOR FUNCTION</b>
<p>Responsible for the care, safety and support of students to and from school on the assigned route. Work is performed in cooperation with the bus driver and according to prescribed methods and practices. Assists with the safe loading and unloading of students to and from destinations, and ensure all bus activities support the safety and welfare of all persons. Work includes ensuring appropriate securing of students, and provides assistance to students with special medical needs devices.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Accounts for all student passengers.</li> <li>• Provides support, instruction and behavior management to ensure student understanding and compliance to school bus safety rules.</li> <li>• Assists school bus driver to care for and provide assistance to students with disabilities, and maintain orderly conduct throughout the trip.</li> <li>• Responsible for the loading and unloading of students dependent on wheelchairs.</li> <li>• Assists the parents in loading and unloading the students at bus stops.</li> <li>• Assists the school with loading and unloading the students at school campus.</li> <li>• Seeks assistance in an emergency by immediately notifying the bus driver. Contacts the student's principal or designated official as required.</li> <li>• Remains alert to all potential problems while the bus is in motion and maintains order throughout the trip.</li> <li>• Handles routine disciplinary problems.</li> <li>• Performs other related duties as assigned.</li> </ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>

**BUS ASSISTANT**

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 05/05/18 LM; BOARD APPROVED: 07/31/18; 08/12/19 MQ & ER LM, 5/21/20 REVISED SEIU LM; REVISED: RT, MQ, MF, ER, 12/07/23 PT; NO BOARD APPROVAL NEEDED

## BUS ASSISTANT

<b>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds					X
3. Lift objects weighing 51 to 100 pounds				X	
4. Lift objects weighing more than 100 pounds				X	
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds					X
7. Carry objects weighing 51 to 100 pounds				X	
8. Carry objects weighing 100 pounds or more				X	
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time	X				
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data	X				
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls			X		
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job		X			

Bus Assistant - SEIU