

Elkhart Community Schools

Position Description

Position Title:	Bus Helper	
Qualifications:	Required: A wholesome and understanding attitude toward children; a neat personal appearance; a pleasing personality; dependability – regular and timely attendance is an essential function of this position. Desired: High School education background or better.	
Department:	Transportation	
Reports to:	Transportation Supervisors	
Prepared by:	Pamela Cozort	Date: November 15, 2002
Approved by:	Doug Thorne	Date: November 15, 2002

SUMMARY: Assists the bus driver with supervision of all students while riding to and from school.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned)*

1. Ability to lift, bend, and assist bus driver.
2. Ability to load and unload wheelchairs and work the wheelchair lift.
3. Desire and ability to assist toddlers and small children.
4. Demonstrated ability to work harmoniously with all people, both within the school family and in the community.
5. Willingness to perform other such appropriate duties and responsibilities as requested by the transportation supervisor.

Supervises: *Students entering and exiting the school bus.*

Terms of Employment: *Assignment commences and ends with approximate same days as regular school days. Work schedule to be determined each school year.*

Evaluation: *Job Performance will be evaluated at least once each year.*

Qualification Requirements : *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: *High school diploma or general education degree (GED) desired.*

Language Skills: *Ability to read and interpret documents such as safety rules and procedure manuals.*

Reasoning Ability: *Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.*

Other Skills and Abilities: *Ability to communicate clearly and concisely, both orally and in writing.*

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.