

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: SAFETY ASSISTANT TRANSPORTATION DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, attends to the special needs of exceptional students and supervises student behavior while they are riding school buses. Work involves observing students' activities, advising students of rules pertaining to behavior, providing assistance to students, as appropriate, and assisting the Bus Driver with various safety practices. Employee is also responsible for controlling students to protect them from themselves and others on the bus. The employee receives detailed instruction of the duties and responsibilities of this work. Reports to a Zone Transportation Supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Supervises the activities of students riding a school bus by being seated in a location on the bus that provides the maximum visibility of all students, usually the rear of the bus.

Provides limited medical and emergency assistance as necessary

Assists bus driver in finding a safe place to pull over during medical emergencies.

Protects the bus driver from violent or dangerous students.

Controls students to protect themselves and others from their violence.

Helps students with special needs in manipulating equipment they must use on the bus and entering and exiting the bus.

Advises the bus driver of conditions that may impair safe transportation for all students.

Intervenes between students having conflict.

Ensures that wheelchairs, car seats, and other types of child safety restraint systems are properly and securely fastened.

Assists the driver in all backing procedures; assists the driver on lane changes.

## **SAFETY ASSISTANT**

Reports problems and concerns of students to the designated authority.

Cleans students and the bus in order to maintain a healthy and safe environment.

Submits required reports, forms or documents in a timely manner.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Education and/or experience that demonstrates the qualifications to perform the job satisfactorily.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be able to exert up to 60 pounds of force occasionally to move or lift objects. Must be able to exert a negligible amount of force constantly to move objects. Physical requirements are consistent with those for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a procedures manual.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving a few concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

## **SAFETY ASSISTANT**

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in using various harnesses and safety equipment.

**Manual Dexterity:** Requires the ability to operate wheelchair lifts, car seats, and seat belts, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear : (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear).

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of school system rules applicable to the transport of children via school bus.

General knowledge of appropriate action to be taken during an emergency.

General knowledge of the applicable safety precautions with respect to transporting children.

Some knowledge of the different types of exceptionalities which may be encountered in the course of duties.

Skill in lifting and placing students comfortably.

Skill in operating and adjusting special equipment.

Ability to understand the individual needs of exceptional students.

Ability to maintain order in groups of children.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

## **SAFETY ASSISTANT**

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.