



BLAIR COUNTY HEAD START

POSITION DESCRIPTION

NAME:
JOB TITLE: Bus Aide

FLSA STATUS: Non-Exempt
DEPARTMENT: Transportation **PAGE:** 1

OVERALL PURPOSE:

This position is responsible to ensure the safety of children as they travel to and from school on the bus as well as maintaining the cleanliness of the bus.

CORE ORGANIZATIONAL SUCCESS FACTORS:

1. COMMUNICATION

PERFORMANCE MEASURES:

- Openly communicates necessary information with accuracy in a timely manner. Check e-mail **and voicemail** daily and use basic word processing **and company management systems. (i.e. Child Plus)** ~~to create written communication.~~
- Refrains from divulging confidential information **regarding students, families or employees.**
- Prepares legible documentation.
- Effectively listens and completely reviews documentation before commenting.
- Communicates all information, opinions, and ideas in a positive manner **including on social media.**

2. CUSTOMER SERVICE

PERFORMANCE MEASURES:

- Is aware of the potential impact of own attitude and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate.
- Demonstrates knowledge of how different parts of the organization fit together when providing service to clients.
- Recognizes the successes of staff and clients.
- **Responds to internal and external customer service inquiries in a timely manner.**

3. PROFESSIONALISM

PERFORMANCE MEASURES:

- Demonstrates respect, honesty, integrity, and fairness to all.
- Gains knowledge to ensure competency which leads to professionalism.
- Demonstrates a willingness to use knowledge gained and to distribute it to others.
- Follows work procedures, policies, and ~~the Head Start service plan~~ **Head Start Program Performance Standards.**
- **Represents agency in a professional manner when attending any agency program or event.**

4. RESPONSIBILITY/ACCOUNTABILITY

PERFORMANCE MEASURES:

- Makes rational decisions and is answerable for those decisions.
- Attends work, meetings, and appointments regularly and on-time.
- Completes follow-up/follow-through with assignments and decisions.
- Maintains responsibility and accountability for program resources such as time, money, equipment, etc.
- **Follows all policies and procedures in Employee Handbook.**
- **Follows Recognizing Child Abuse and Mandated Reporter procedures.**

5. TEAMWORK

PERFORMANCE MEASURES:

- Strives to be "solution-focused" rather than "problem-focused" and presents recommendations that best meet the needs of clients, the organization, and community.
- Maintains constructive team relationships, coordinates effective goals, and identifies/plans ways to effectively work together with other team members.
- Demonstrates flexibility and adaptability to change.



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ESSENTIAL FUNCTIONS: (other duties may be assigned)

1. Ensure the safety of children as they are being transported to and from school and school functions on CABC buses.

PERFORMANCE MEASURES:

- Greet each child at pick-up and say goodbye at drop-off.
- Buckle each child into his/her seat prior to the bus moving.
- Provide a safe activity for each bus trip to ~~reduce child boredom and~~ maintain order on the bus.
- **Ensure each child is delivered into the care of a responsible adult as indicated on the child's Emergency List and that no child is left unattended or behind by following all procedures to prevent such an occurrence.**
- **Ensure preliminary pick up/drop off times and locations are communicated to parents at least two days prior to the first day of school.**

2. Obtain bus bags on a weekly basis.

PERFORMANCE MEASURES:

- Make sure bags get delivered to each parent.
- Distribute information to parent on same day provided.

3. Complete required paperwork.

PERFORMANCE MEASURES:

- Complete pick up and drop off times section of the Bus Run Sheets at each stop and submit to Transportation Specialist weekly.
- Complete Transportation Behavior Incident Notification form as required.
- Complete Returned Child report as required.
- ~~Complete Bus/Classroom Communication forms as required.~~

4. Maintain the cleanliness of the bus.

PERFORMANCE MEASURES:

- Notify driver of the need for cleaning supplies so that they are available on a regular basis.
- Sweep bus ~~daily~~ and clean bus seats as needed.

5. Attend meetings and trainings.

PERFORMANCE MEASURES:

- Attend all DST meetings as scheduled.
- Attend all assigned trainings.

OTHER DUTIES OF JOB:

1. Learn bus routes and provide guidance to substitute bus drivers.
2. Perform other ~~related~~ duties as required.
3. **Participate in bus evacuation drills.**

SUPERVISION RECEIVED:

Supervision is **typically** received from the Transportation Specialist and **Facilities &** Transportation Manager.

SUPERVISION ADMINISTERED:

This position **typically** does not require the supervision of staff but does require the supervision of pre-school children.



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MENTAL DEMANDS TYPICAL OF THIS POSITION:

- Maintain a high level of record keeping/routine paperwork
- Meet frequent deadlines
- Predictable work schedule
- Provide close attention to detail
- Utilize creativity
- Work closely with others
- Work in a closely supervised environment

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Frequently Incurred (Between 25% - 75% of time on job)

Ability to stand, Ability to walk, Ability to sit, Ability to lift up to 40 lbs., Ability to carry up to 40 lbs., Ability to kneel, Ability to crawl, Reaching at high or low level, Ability to use both hands, Ability to use both legs, Ability to communicate orally, Ability to hear conversation, Ability to climb stairs, Ability to balance, Ability to use legs/arms to climb, Ability to stoop, Repetitive twisting or pressure involving wrists or hands, Ability to repeatedly bend, Specific visual requirements.

Occasionally Incurred (Less than 25% of time on job)

Ability to lift up to 65 lbs., Ability for rapid mental/muscular coordination simultaneously.

WORKING CONDITIONS TYPICAL OF THIS POSITION:

Constantly Incurred (More than 75% of time on job)

Work outside and inside, Contact with children.

Frequently Incurred (Between 25% - 75% of time on job)

Exposure to cleaning chemicals.

Occasionally Incurred (Less than 25% of time on job)

Work outside, Work in cold below 55 degrees, Work with hands in water, Work alone, Exposure to blood and bodily fluids.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

Frequently Incurred (Between 25% - 75% of time on job)

Use of latex or vinyl gloves.

QUALIFICATIONS:

EDUCATION

- High School Diploma or General Education Degree (GED)

EXPERIENCE/TRAINING

- One to two years related experience/training working with children

LICENSE/CERTIFICATION

- ~~Act 33/34 Clearances~~ **Act 34, 83, 151 Clearances**
- ~~Pediatric First Aid Certification~~ **Valid First Aid/CPR Certification**
- ~~CPR Certification~~
- ~~Valid Driver's License~~

KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

PROBLEM SOLVING SKILLS

- Troubleshoots or takes initiative to solve problems.



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COMMUNICATION SKILLS

- Clearly and consistently verbally communicates priorities.
- Provides well-organized and clearly written information.

MATH SKILLS

- Performs accurate basic mathematical functions such as addition, subtraction, multiplication, and division.

COMPUTER KNOWLEDGE

- ~~Computer knowledge is typically not required for this job.~~
- Basic computer knowledge including internet and email.

OTHER CHARACTERISTICS

- Documentation and observation skills.
- Strong organizational skills.
- ~~Ability to follow established confidentiality policy.~~
- Ability to follow established safety standards.
- Working knowledge of applicable regulations.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed 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.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date