

# **Carroll Independent School District**

## **Job Description**

Job Title:	<b>Aide, Special Education Bus</b>	Pay Grade:	BA
Supervisor:	Director of Transportation Services	Employment Days:	179
Department:	Transportation	Wage/Hour Status:	Non-exempt

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### **MISSION:**

CISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.

### **JOB SUMMARY:**

This position will assist the bus driver in transporting students with disabilities to and from home and the complete range of curricular and extracurricular activities offered by the District.

### **QUALIFICATIONS:**

- Effective interpersonal skills
- Excellent oral and written communication skills
- High school diploma or equivalent
- Ability to pass alcohol and drug test
- Ability to work well with children with disabilities
- Ability to operate safety equipment and adaptive equipment
- Ability to follow written and verbal instructions
- Ability to pass physical capabilities test as administered by medical staff selected by the District

### **MAJOR RESPONSIBILITIES:**

- Assist driver in loading and unloading disabled students to and from school
- Supervise students as they board and leave the bus
- Learn to adapt to each student's special medical, physical, communicative and emotional needs
- Proper use of wheel chair straps, tie down, seat belts, harnesses or car seats by students
- Assist individual students with special needs to ensure their safety
- Assist driver in handling emergency situations, including emergency evacuation and practice drills
- Keep assigned bus clean (inside and outside)
- Keep abreast of innovative practices
- Be adaptable and flexible in acceptance of changes in techniques and procedures
- Uphold and adhere to all safety rules
- Support the goals and objectives of the District and follow all District policies
- Attend and successfully complete all required training programs
- Maintain a professional level of confidentiality regarding all district matters
- Perform other duties as assigned

### **EQUIPMENT USED:**

Seat belts, wheelchair securements, student restraint devices, wheelchair lift.

**MENTAL DEMANDS:**

This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

**PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

As defined in Physical Capabilities form. \*See attached.

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THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS,  
QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION.  
ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

I HAVE READ, UNDERSTAND AND AGREE TO UPHOLD THE TERMS OF THIS JOB  
DESCRIPTION:

Aide: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Director of Transportation)

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Executive Director of Human Resources)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Assistant Superintendent of Operations)

Date Created: 7/2002	Date Revised: 5/2022
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**COMPANY: Carroll ISD**

**Job Title: Special Education Bus Aide**

**CARENOW**  
**FUNCTIONAL ACTIVITY SCREEN (FAS)**

Date of Test \_\_\_\_\_

Name \_\_\_\_\_

Age \_\_\_\_\_; Sex \_\_\_\_\_; Resting HR \_\_\_\_\_ ( $\leq 100$ ); Resting BP \_\_\_\_\_ ( $\leq 140/90$ )

The candidate has completed:

\* The Informed Consent Form ☐ Yes; ☐ No

\* The Health Questionnaire ☐ Yes; ☐ No

(If indicated, obtain physician's approval to perform testing).

**MATERIAL HANDLING:**

Lift 12-inch to Waist: 50 lbs x 1 rep                      Able / Unable  
(using top handles of box)

Body Mechanics:      Excellent      Good      Fair      Poor  
(Instruction in proper mechanics; improved technique following instruction ☐ YES / ☐ NO)

**NON-MATERIAL HANDLING:**

Demonstrate ability to Sit, Stand, Walk during testing                      Able / Unable

Stair/Step Climbing: 12-inch step x 10 reps                      Able / Unable

Kneeling: complete 10 reps                      Able / Unable  
(From standing, get in to kneeling position with both knees down,  
then back to standing = 1 rep)

Repeated Bending: complete 25 reps                      Able / Unable

Repeated Forward Reaching: complete 25 reps                      Able / Unable

Repeated Overhead Reaching: complete 25 reps                      Able / Unable

The above Functional Activity Screen has been designed utilizing the Essential Job Functions as described by the Employer through a job description. The essential functions and their freq/wt have not been verified nor assessed by CareNow or Vista Rehab.

\_\_\_\_\_  
Test Administrator (print)

\_\_\_\_\_  
Signature