



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Safety Assistant and EC Safety Assistant
SCHOOL/DEPARTMENT	Transportation
SALARY	Hourly
FLSA STATUS	Non-exempt
REPORTS TO	Assistant Transportation Director
SUPERVISES	None (students)
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	Varies based on assignment; average 6 hours per day
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The Safety Assistant attends to the special needs of exceptional students, students without special needs, 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. The Safety Assistant and EC Safety Assistant are also responsible for controlling students to protect them from themselves and others on the bus.

MINIMUM QUALIFICATIONS:

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 that 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

EDUCATION, TRAINING, AND EXPERIENCE

- GED or HS diploma
- Experience working with students with special needs
- Any combination of education and experience that demonstrates the qualifications to perform the job satisfactorily

CERTIFICATION AND LICENSE REQUIREMENTS

- Class A or B CDL License with S and P endorsements
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Two (2) to three (3) years working with special needs students
- One (1) year working as a Safety Assistant on a school bus for a public school system

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise 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
2. Provide limited medical and emergency assistance as necessary
3. Assist the bus driver with finding a safe place to pull over during medical emergencies
4. Protect the bus driver from violent or dangerous students
5. Control students to protect themselves and others from their violent behaviors
6. Help students with special needs in manipulating equipment they must use on the bus and entering and exiting the bus
7. Advise the bus driver of conditions that may impair safe transportation for all students
8. Intervene between students having conflict
9. Ensure that wheelchairs, car seats, and other types of child safety restraint systems are properly and securely fastened
10. Assist the driver with all backing procedures; assist the driver with lane changes
11. Report problems and concerns of students to the designated authority
12. Clean students and the bus in order to maintain a healthy and safe environment
13. Submit required reports, forms, or documents in a timely manner
14. Attend medical training provided for all Safety Assistants
15. Perform additional duties as assigned by the Bus Driver or Director of Transportation

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered medium physical work requiring the exertion of 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.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*