

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Bus Driver/ Paraprofessional – Special Education Restrictive Structured and Intensive</b>		
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b>	Transportation Supervisor Building Principal / or Designee
<b>EDUCATION:</b>	Associate’s Degree or higher, or the equivalent in college credits	<b>FLSA Status:</b>	Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	178 Days		
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
<b>GENERAL JOB DESCRIPTION:</b>	<p>Works collaboratively with driver to supervise all students while boarding, riding, or departing the school bus. Ensures all students are safely placed in custody of teachers, principals, or parents at the beginning or end of each route.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district’s communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>		

**MINIMUM QUALIFCAITONS:**

- Must be highly qualified. Two years of study at an institution of higher education with the ability to provide transcripts showing 48 completed semester credits or 72 completed quarter credits, an Associate’s (or higher) degree, OR a passing score on the Praxis exam.
- Have the ability to assist a school bus driver, so they can operate a large school bus in a safe and lawful manner during varying weather, road and traffic conditions.
- Have the ability to learn specific bus routes, help drivers complete scheduled routes in a timely manner, and adjust to periodic changes in schedules and routes.
- Possess a current First Aid/CPR card and complete the required classroom training as specified by Oregon Department of Education and District policy.
- Ability to learn and follow medical policy and procedures in a timely manner.
- Ability to become certified and proficient in District adopted CPI – Crisis Prevention Institute.
- Preference will be given to those possessing knowledge, training and experience in dealing with specific disabilities.

**ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)**

1. Conduct vehicle pre and post trip inspections.
2. Provide assistance to individual students and/or small groups to reinforce educational bus safety programs and instruction.
3. Provide additional supervision to students in school buses, playground, , hallways and other places as assigned.
4. Assist in the preparation of instructional materials and the maintenance of required record keeping.
5. Maintain data on student performance and progress and meeting students IEP goals.
6. Ability to work with children, parents and school personnel. Must uphold the moral character as required of teachers.
7. Must maintain confidentiality when associated with the Klamath County School District.
8. Assist in feeding, touleting, physical care, health needs and the safety of students. Must possess the ability to endure hand washing several times each hour.
9. Assist with bus route reviews, student list and other duties directed by the supervisor to include fueling and vehicle cleaning.
10. Provide students a safe and nurturing environment on the bus.

11. Must be willing to participate in ongoing training. Such as, but not limited to, CPI, lifting/transfer, First Aid/CPR.
12. Loading and unloading students at specific stops on an established time schedule.
13. Maintain safe and appropriate atmosphere among students while they are being transported and communicate discipline issues to appropriate administrators.
14. Recognize potential mechanical and safety equipment problems and report as designated.
15. Assist the driver on an assigned route in all weather conditions; communicating with dispatcher, parents and school personnel as necessary.
16. Report deficiencies in equipment to the proper authorities immediately.
17. Report complaints regarding transportation problems that he/she cannot handle to the proper authorities.
18. Complete forms and reports as assigned, i.e., student counts, bus stop times, trip sheets and mileage reports.
19. Have knowledge of proper procedures to follow in case of an accident or emergency.
20. Maintain discipline on the bus and report discipline problems to appropriate staff; attending student-parent meetings regarding school bus discipline problems, as required.
21. Regular attendance is an essential function of this position.
22. Perform other tasks as assigned.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

**Physical Characteristics Needed:**

Must possess the ability to carry or drag a 125 pound person the length of the bus in 30 seconds or less. Must possess the ability to exit from an emergency door opening of 24" x 28" at least 42" from the ground in 10 seconds or less. The paraprofessional must have the ability to lift students weighing up to 60 pounds and be able to bend and crouch frequently.

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			✓		
11-20 lbs.			✓		
21-50 lbs.			✓		
51-75 lbs.		✓			
76-100 lbs.	✓				
> 100 lbs.	✓				
Maximum amount lifted by worker without assistance: Not more than 75 lbs.					
If required, lifts over 75 lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			✓		
11-20 lbs.			✓		
21-50 lbs.			✓		
51-75 lbs.		✓			
76-100 lbs.	✓				
> 100 lbs.	✓				
Maximum amount carried by worker without assistance: Not more than 75 lbs.					
If required, carrying over 75 lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				✓	
11-20 lbs.			✓		
21-50 lbs.		✓			

51-75 lbs.		✓			
76-100 lbs.	✓				
> 100 lbs.	✓				
Maximum weight of object pushed/pulled by worker: Not more than 125 lbs.					
Distance: <u>30 feet</u> Type of Surface: (i.e. level, carpet, tile): <u>any</u>					

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside <u>75</u> % of the time	/ Works Outside <u>25</u> % of the time.
Temperature Extremes: Yes	
Works on or around moving machinery or mechanical parts: Yes	
*Varies by location and season of the year	

\*

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			✓		
Twist				✓	
Crouch/Squat			✓		
Kneel		✓			
Crawl		✓			
Walk-Level Surface		✓	✓		
Walk-Uneven Surface			✓		
Climb Steps		✓			
Climb Ladder		✓			
Work at Heights	✓				
Reach at or Above Shoulder		✓			
Reach Below Shoulder			✓		
Use of Arms					✓
Use of Wrists					✓
Use of Hands					✓
Grasping/Squeezing					✓
Operate Foot Controls					✓

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting					✓		
Standing			✓				
Walking			✓				
Change Positions			✓				

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Prepared by: \_\_\_\_\_  
Director of Human Resources

Date: \_\_\_\_\_

In the event of an on the job injury:

*For physician to complete:*

Is this job appropriate?  Yes  No Date of Release: \_\_\_\_\_

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date