

## Job Description

**Job Title:** Master Bus Assistant  
**Position Code:**  
**Job Classification:** Non-Exempt

**Supervisor:** Area Transportation Supervisor  
**Pay Grade:** 13  
**Contract Length:** 180 Days

### Job Summary

Position is responsible for assisting with the loading, unloading and safe seating of passengers on a school bus and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. Position conducts pre-trip inspections of special needs equipment; observes safety regulations and policies; enforces student discipline on the bus. *The designation of Master Bus Attendant is earned when the employee has successfully accomplished the requirements and duties described in the Bus Attendant job description.*

### Essential Duties

1. Helps students to safely board and un-board the bus.
2. Conducts pre-trip inspections of special needs equipment.
3. Observes safety regulations and policies.
4. Enforces student discipline on the bus,
5. Where required, properly secures student to safety harness, car seat or wheelchair.
6. Ensures special equipment such as car seat and wheelchairs are properly and safely secured to the bus.
7. Safely operates wheelchair lift and any other specialized equipment.
8. Monitors students with feeding tubes, tracheotomies, oxygen and other unique medical needs to ensure that there are no obstructions and that everything is operating properly and is secured.
9. Reports any unusual or changed behavior to school staff and/or parents.
10. Ensures that early childhood and PEEP students are released to an authorized person.
11. Must be able to learn about and adapt to different disabilities and/or special needs such as autism, ED, DD, LD, etc.
12. Responsible for assisting drivers in properly and safely evacuating special need students.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Area Transportation Supervisor or appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a high school diploma (GED) or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. High school diploma required to work with special needs students. Must be certified in first aid and CPR. Must have 5 or more years of contracted school bus attendant experience with NNPS. Absences during a normal school year (180 days) and for the previous three school years cannot exceed 3 days per year for a total of 9 days. Must not have had a preventable incident for at least 5 out of 7 years. Must have successfully completed the Attendant Recertification Course. Must have received an overall "Exceeds Expectations" on annual evaluations for 3 out of 5 years and never received anything less than "Meets Expectations". Must be a contracted Bus Attendant meeting all qualifications. Must possess the ability to maintain student discipline and ensure that student behavior is not a distraction to safe

driving. Must possess the ability to understand and follow through on oral and written instructions. Must possess the ability to interact with unique students, parents, and faculty in a positive and proper manner. Must be able to learn about various special education categories.

**Working Conditions and Physical Requirements**

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions. Duties are performed on a school bus. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; use foot controls to drive; reach with hands and arms; climb; bend, stoop, and kneel; and talk or hear. The employee is occasionally required to stand; walk; and twist/turn. The employee must occasionally push/pull up to 100 pounds; lift up to 50 pounds; and drag up to 125 pounds. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision, and peripheral vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is loud.

**Supervision Exercised:** None (Mentor only)

**Supervision Received:** Area Transportation Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Master Bus Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Area Transportation Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_