

TITLE: Bus Assistant  
SECTION: As Appointed  
REPORTS TO: Transportation Coordinator (Administration) or Delegate

SUMMARY:

Under the close supervision of the Transportation Coordinator (Administration) or Delegate, monitors District students using established rules, regulations and safety procedures.

DUTIES:

1. Assists students in getting on and off the school bus, frequently lifting, carrying, guiding and securing the students.
2. Operates wheelchair lift.
3. Assists the driver in maintaining discipline while bus is in operation.
4. Provides medical care to designated students and keeps records as required.
5. Follows emergency procedures and administers basic first aid as required.
6. Promotes individual student programs enroute.
7. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12 or completion of Grade 11 plus an additional vocational program.
- In possession of a current St. John Ambulance "Emergency Child Care" first aid certificate or equivalent.

Experience - the applicant must have

- Experience working with children in a structured setting for a period of greater than 1 month.

Physically Fit - the applicant must be

- Physically capable of performing the job duties.

Other - the applicant must

- Be able to follow established methods and procedures that are well defined and/or detailed
- Show tact and courtesy in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

**JOB EVALUATION**

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 606**

**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	10 - Bus Assistant
LOCATION:	
EFFECTIVE DATE:	

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	3	2	1	1	3	2	1	3	2	1	2
Total Points	187										

RATING CLASSIFICATION: LEVEL	4
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