

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: BUS AIDE

General Description of Duties:

Responsible for assisting the Bus Driver in performing a variety of tasks related to the transportation of consumers.
Non-exempt position.

Qualifications Required:

Knowledge, Skills, Abilities: Behavior management; Communication; Developmental disabilities; Interpersonal;
Read and write legibly; Work with limited supervision, Basic computer skills
Certification/License: Annual TB Skin Test; CPR/First Aid
Education: High school graduate or equivalent

Qualifications Preferred:

Experience: One year in related field.
Benefits: See Personnel Policy 301
Salary/Pay Scale: See Personnel Policy 212

Major Responsibilities and Duties:

Be knowledgeable of transportation services offered.
Supervise and care for consumers during transportation.
Assure consumer safety by assisting consumers during loading and unloading; managing behaviors in a professional manner; and demonstrating the necessary skills and techniques to intervene effectively if needed.
Transfer belongings with appropriate consumer.
Complete vehicle check after each route and clean out vehicle.
Participate in training, in-services, conferences, and seminars as required.
Follow directions of supervisor, performing other duties as assigned.

Physical Requirements:

Communication - English speaking	Sitting for 1-3 hours consecutively
Hearing for conversation	Standing for 1-2 hours consecutively
Lifting up to 60 lbs.	Stooping, kneeling, bending, twisting, crouching
Pushing/pulling up to 60 lbs.	Use of hand, wrist, fingers
Reaching overhead and in front of body	Vision for reading

Responsible to: Transportation Services Manager

Supervision of: N/A

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Staff Signature

Supervisor Signature

Date

Date