



Springfield Local Schools

BOARD OF EDUCATION



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Christopher Adams
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SUPERINTENDENT

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& INSTRUCTION

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August 28, 2023

Mr. Jeff Allen
OAPSE #530

Re: **POSTING**

The following position is now open:

STANDBY MONITOR ROUTE UNASSIGNED

4.0 Hours

Specific route assigned as needed - Hours may vary depending on assignment

Approx. time: 6:30am – 8:30am and 2:15pm – 4:15pm

(times are subject to change based on need and routing)

Salary per schedule
\$13.85 - \$15.26 per hour

Those interested in this position should apply in writing or email (sp_boswell@springfieldspartans.org) to Dustin Boswell. Please obtain a signed receipt copy of your letter. For emails, a response will be sent. This posting will remain open until filled.

Sincerely,

Shelley Monachino
Superintendent

SCHOOL BUS ATTENDANT

Essential Job Functions

- Assist the driver in the operation of the route
- Responsible for knowing the route
- Must remain alert and monitor welfare of passengers while enroute
- Assist driver when backing bus
- Gain a working knowledge of school transportation
- Responsible for keeping order on the bus
- Communicate and discuss behavior problems, conditions of various bus stops with the driver.
- Cooperate with school personnel.
- Develops good communications with their passenger's, their families/guardians
- Assist in securing students in car seats, seat belts, safety vests, tie-downs
- Secure assistive devices
- Able to read and understand street signs, route sheets and maps
- Able to clearly communicate in a positive manner
- Complete Pre-Trip inspection of securement devices
- Assist in conducting emergency evacuation of bus, including exiting from emergency door
- Possesses knowledge of emergency procedures to handle various situations on a Special Ed bus
- Post-trip inspection of bus, checking for sleepers, storing tie-downs, seat belts and safety vests
- Assist in cleaning inside of bus, sweeping, dusting, cleaning windows
- Assist in cleaning outside of windows.
- Assist in raising and lowering of bus windows
- Fill out all required reports and documents
- Must be able to attend all required training meetings
- Move up and down steps, multiple times daily
- Have the ability to work early morning hours
- Must be familiar with application of different types of securement devices
- Must be able work without direct supervision
- Must be able to operate wheelchair lift
- Inspect and install car seats
- Assist students in the loading and unloading process
- Other specialized functions as required by contract.

Measurements

Steps	Three to four bus entrance steps 11-14" high
Passenger Seat	16 inches high, 16 ½ inches deep, 31 inches wide
Emergency Door – inside	3 – 8 lbs.
Emergency Door – outside	18 – 26 lbs.

Handrail 38 inches from floor

Emergency door to Ground 24 to 38 inches

Aisle Width 18 to 31 ½ inches

Psychological Considerations

Must be able to cope with stress of dealing with the behavior of 1 – 20 students, some with exceptional behavior patterns

Must be able to deal with physically and emotionally challenged students without effecting bus aides' emotional stability

Patience and understanding must be exercised at all time.

Must be able to deal with emergency situations

Must be able to cope with the stress of high noise levels on the bus over extended period of time.

Physiological Considerations:

The bus ride is bumpy.

Bus Aide may sit for periods of up to three hours at a time with only a few moments between routes to stretch

Environmental Considerations:

Exposure to heat, humidity, cold, rain, ice, snow, fumes, dust

May be expose to noxious odors.

Exposure to vibration while riding the bus.

Potential exposure to various diseases, i.e. cold, flu, chicken pox, lice, etc.

Cognitive Skills:

Must be able to follow instructions

Must be able to problem solve in emergency situations, i.e. sick child, parent not home.

Must be able to speak and understand English in both routine and emergency situations.