

Quigley Bus Service, Inc.: Job Description

Page 1 of 3 - Revised: August 23, 2006

Position Title: School Bus/Van Aide
Supervisor's Title: Transportation Supervisor
Hourly/Salaried: Hourly

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. It does not create a contract of employment nor does it change the employee's at-will employment status.

Reasonable accommodations that do not cause an undue hardship on Quigley Bus Service, Inc. will be considered as required by local, state, or federal law.

1. SUPERVISED BY

This position is supervised by the Transportation Supervisor. The Transportation Supervisor has the authority to direct the work of and evaluate this position. Comments are made through verbal and written instructions and by physical demonstration, as necessary.

2. SUPERVISES OTHERS

This position supervises no other employees.

3. **JOB IS:** Part-time

4. **WORK SCHEDULE:** Hours vary; typically days are Monday - Friday, typically hours are between 6:45 & 8:45 a.m. – 2:30 & 4:30 p.m.

5. **SPECIAL SCHEDULE:** Aide to be available, as necessary, unless prior arrangements have been made with the supervisor

6. **EFFECTIVE DATE:** August 23, 2006

7. POSITION PURPOSE

The purpose of the position is to effectively, efficiently, and safely meet all job requirements, abilities, accountabilities, and goals as directed by the supervisor.

8. MINIMUM REQUIREMENTS TO HOLD THIS POSITION

The requirements of the position include the skill and experience typically necessary to meet the requirements of an School Bus/Van Aide position.

9. **ESSENTIAL GENERAL ABILITIES** (Fundamental abilities required to hold this job.)

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures, including those necessary to maintain required licenses, certifications, and/or registrations

Quigley Bus Service, Inc.: Job Description

Page 2 of 3 - Revised: August 23, 2006

- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision and without posing a direct threat to the health or safety to self or others
- Communicate effectively and read labels and written instructions which are typically in English
- Effectively and efficiently carry out written and verbal job related instructions
- Exercise courtesy and tact when dealing with others including maintaining socially appropriate behavior
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity work standards
- Request assistance when appropriate, including but not limited to, the safe and efficient use and operation of equipment, tools, machines, and vehicles
- Respond to inquiries and/or complaints in a timely and professional manner
- Safely perform all job functions
- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse work force
- Work in coordination with others
- Work under pressure typically associated with this type of position

10. ACCOUNTABILITIES AND GOALS

- Accountabilities and goals may change somewhat frequently since they focus on accomplishing tasks and meeting responsibilities as directed by the supervisor; accountabilities and goals typically relate to assisting other employees, either directly or indirectly, as directed by the supervisor

11. PHYSICAL DEMANDS OF JOB

- Ability to sit, stand, and walk as necessary
- Ability to lift, carry, push, and pull up to 10 pounds frequently
- Ability to use hands and arms for repetitive actions such as above shoulder reaching, simple grasping, and fine manipulation
- Ability to function in activities involving frequent reaching and occasional bending and squatting

