

## BUS AIDE - Mount Pulaski High School

### Hours

- On a full student attendance day, hours are from 3:05 p.m. until 4:15 p.m./4:30 p.m.
- On an 11:30 a.m. student dismissal day, hours are from 11:20 a.m. until 12:30 p.m./12:45 p.m.
- See the school calendar for the 176 specific student attendance days:  
[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1144851/PROPOS\\_ED\\_Calendar-2021-2022w-MoU.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1144851/PROPOS_ED_Calendar-2021-2022w-MoU.pdf)

### Duties

To assist in providing safe transportation of special needs students from designated locations.

1. \*Assists Driver in the operation of lifts and wheelchairs and assisting disabled students.
2. \* Secure special equipment that may accompany the student including wheelchairs, car seats, shoulder harnesses and seat belts.
3. \* Be alert to any conditions in the loading and unloading area which present a danger to students.
4. \* Use appropriate communication, displaying courteous and caring attitude in dealing with students, parents, and other employees
5. \* Assists assigned student(s) as needed.
6. Maintain student emergency information.
7. Participate in required training.
8. \* Must have acceptable availability to work and attendance to the job is required.
9. \*Must be able to position self to secure wheelchairs, shoulder harnesses, and seat belts.
10. \*Ability to ascend and descend school bus and assist disabled student(s) in ascending and descending school bus in an orderly fashion.
11. \*Know evacuation and emergency procedures and be able to perform and/or assist in bus emergency evacuations.
12. Responsible for following guidelines outlined by the Transportation Department, as well as District guidelines, policies and procedures.
13. Performs such other duties and/or functions as assigned and/or deemed necessary by the nature of the work assignments and/or needs of the District.

\* = *Essential Job Functions*

### Other Skills & Abilities

- Ability to work in a friendly manner with co-workers and students.
- Ability to physically manage students and equipment.
- **PHYSICAL DEMANDS:** The physical demands described here are representative of those that 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 to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and kneel on hard surfaces and is occasionally required to walk or stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee frequently will reach above the head and forward. The employee frequently uses hand strength to grasp equipment or students. The employee must occasionally lift and/or move up to 50 pounds and push or pull up to 130 pounds such as students or students in wheelchairs.

- **WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will ride a school bus and may occasionally work in hot or cold temperatures and occasionally will walk on slippery/uneven surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and others. The employee has direct responsibility for the safety and well-being of a student. The employee is often exposed to fumes and airborne particles and frequently must work in outside weather to push the wheelchair from the bus to a building (and vice versa).

### **Qualifications**

High School Diploma or GED. Must be at least 18 years old. Must pass a criminal background check.

### **Salary**

\$12.00 per hour

### **How to Apply**

Send letter of interest and completed MPCUSD application to Heather Fricke - [hfricke@mtpulaski.k12.il.us](mailto:hfricke@mtpulaski.k12.il.us) or via mail to Heather Fricke, Mt. Pulaski High School, 206 S. Spring St., Mount Pulaski, IL 62548.

The district application can be found online:

<https://www.mtpulaski.k12.il.us/o/cusd23/browse/95074>

### **Email Address**

[hfricke@mtpulaski.k12.il.us](mailto:hfricke@mtpulaski.k12.il.us)

### **School Website**

<http://www.mtpulaski.k12.il.us/0/mphs>