



The Mission of the Defiance County Board of Developmental Disabilities (DCBDD) is to enrich the lives and meet the needs of individuals with developmental disabilities and their community throughout their lifetime.

Job Title: Bus Assistant

Work Location: 195 Island Park Ave., Defiance, OH 43512

Department: Facilities and Transportation

Reports To: Facilities and Transportation Manager

Full-time
 Part-time

Hours: Monday - Friday

Exempt
 Non-Exempt

Hourly
 Salary

Essential Duties and Responsibilities:

- Assists individuals safely on and off the bus as needed, including assisting the driver in the safe and efficient operation of the wheelchair lift, securing wheelchairs and safety devices before the bus is placed in motion and reporting safety concerns to appropriate personnel.
- Assist individuals with fastening their seat belts, placing individuals in car seats, and securing harnesses as required by IEP.
- Assists individuals according to established procedure and as directed in behavior support and emergency situations. Shall be required to notify the bus driver of any situation and may need to discipline and intervene as needed.
- Assist with conducting routine emergency drills on an annual basis.
- Provides first aid and routine supervision, guidance and instruction.
- Assists in in route accident cleanup that may include bodily fluids; assists in keeping bus clean.
- Assists bus driver in providing visual inspection of individuals, noting concerns and reporting to appropriate personnel.
- Assists in collecting notes, medication, etc. from individuals and ensures delivery to appropriate personnel.
- Completes and maintains accurate, required records and reports.
- Ensures and maintains harmonious and effective relationship with other employees, program participants, parent/guardians, and state and local community service agencies.
- May be exposed to individuals who exhibit aberrant behaviors that may require appropriate restraints in accordance with an approved behavior plan and training.
- Attends and participates in various meetings, professional meetings, conferences, and inter-agency meetings, as assigned by the Facilities and Transportation Manager or the Superintendent.
- Other duties as appropriate and assigned by the Facilities and Transportation Manager or the Superintendent.

Education and/or Work Experience Requirements:

- High School Diploma or General Equivalency Diploma (GED).
- Bus Driver Training provided and approved by the Ohio Department of Education.

Minimum Qualifications and Physical Requirements:

- Attends scheduled meetings, in-service sessions and conferences as required and updates substitute personnel assigned to bus route.
- Knowledge and utilization of universal precautions to prevent the spread of infectious contagious diseases along with being compliant on proper blood borne pathogens clean up procedures by OSHA standards.

- Maintains confidentiality and follows appropriate chain of command. Maintain professional ethics in keeping confidentiality of information and material in accordance with Federal I-I IPPA and FERPA laws.
- Ability to safely and successfully perform the essential job functions consistent with ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Successfully pass a physical examination and drug test after job offer.
- Obtain and maintain First Aid and CPRIAED certifications.
- Valid Drivers License to use Agency Vehicles.
- Possess or acquire knowledge of proper lifting techniques.
- Must be able to talk, listen and speak clearly on telephone.
- Bureau of Criminal Identification and Investigation (BCII), Federal Bureau of Investigation (FBI), and abuser registry clearances. Ability to access worksite(s) required.

Work Conditions

- Professional office environment is provided. Travel within the county is expected.
- May be exposed to individuals who exhibit aggressive behaviors.
- Drug and alcohol testing clearance required (initial and random).
- May be exposed to infectious/contagious disease as part of employment setting.
- Ensures and maintains harmonious and effective relationship with other employees, consumers, parents/guardians, local school districts and state and local community service agencies.
- Knowledge and utilization of universal precautions to prevent the spread of infectious/contagious diseases.
- Maintains confidentiality and follows appropriate chain of command.
- Adheres to all local, state, and federal laws, and County Board of Developmental Disabilities policies and procedures.

Employee Understanding and Agreement

I understand and will perform the duties and requirements specified in this job description.

Print Employee Name:

Employee Signature:

Date:

Date Originated: 4/19/2001

Revised: 6/22/2021