

**UNITED CEREBRAL PALSY ASSOCIATION
OF GREATER SACRAMENTO, INC.**

JOB DESCRIPTION

NAME OF EMPLOYEE (Last name first)

Mr.
Mrs.
Ms.

SOCIAL SECURITY NUMBER

POSITION: Bus Aide

PAY RATE:

WORK IS:

_____ Full-time
_____ Part time
_____ Hourly
_____ Contractual

DATE OF HIRE _____

DAYS & HOURS OF WORK Monday – Friday

LENGTH OF LUNCH PERIOD Split Shift

CLASSIFICATION: _____ Exempt _____ X Non-exempt

BASIC FUNCTION:

Supervises passengers on board the bus in order to insure their safety; assist with boarding/de-boarding and passenger securement.

SUPERVISOR: Transportation Program Manager or Transportation Supervisor; in their absence the Transportation Assistants.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

- CPR and First Aid certification
- P.A.R.T. certification

Other Skills and Abilities

- Knowledge of and one year experience in working with persons who have a developmental disability.

- Ability to lift 75 pounds
- Must pass post job offer physical

Computer Skills

None required

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to consumers, and other employees of the organization.

Mathematical Skills

No skills needed, must be able to transfer numbers accurately onto mileage forms. Keep accurate count of passengers.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

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 regularly required to sit; use hands to handle and/or operate equipment and assist passengers. Regularly required to talk or hear/listen and interpret. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat and vibration. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Supervises passengers on board the bus to insure their safety.
2. Assists passengers in becoming accustomed to the transportation routine and encourages them to participate in socially acceptable behavior.
3. Observes passengers to detect unusual behavior.
4. Uses appropriate behavioral techniques to prevent injury to passengers themselves or others.
5. Establishes and maintains a safe environment on board the bus.
6. Understands and implements approved behavioral plans when required.
7. Makes sure each passenger is properly secured i.e., using his/her seat belt.
8. Insures that each person riding in a wheelchair is properly secured with tie-downs. Assists driver with tie-downs when necessary.
9. Assists with cleaning the bus at the end of the daily shift.
10. Follows emergency procedures as outlined in the *Transportation Manual*.
11. Follows Code of Safe Practices for the transportation department.
12. Submits all required paperwork in a complete and timely manner.
13. Assists the driver in insuring that all passengers are met by a responsible party when he/she/they are dropped off. The only exception being those passengers given a written "*independent*" status.

Supervisory Responsibilities

This job has no supervisory responsibilities other than supervising passengers.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Customer Service - Manages difficult or emotional customer situations;
Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

LINE OF AUTHORITY:

For establishing policy: May recommend only

For incurring expenses: None

For personnel changes: None

I have read and do understand the Personnel Policies.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

United Cerebral Palsy Association of Greater Sacramento, Inc., hires and promotes employees regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition, physical handicap, or veteran status.