

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**EDUCATIONAL ASSISTANT
(Bus)****1. Position Summary**

Under the direction of the Director of Transportation and the Transportation Supervisor, assist the Bus Driver with the safe transportation of children.

2. Duties

- Assist students in moving between home and bus or school and bus and ensure safe crossing of streets.
- Assist the bus driver in maintaining a positive climate on the bus.
- Operate the bus lift and secure personal mobility devices.
- Assist students with outerwear and gathering of personal belongings when getting on and off the bus.
- Be aware of student medical needs and assist if necessary according to the Health Care Plan.
- Assist with medical problems such as: seizures and epi pens.
- Assist students with personal hygiene (except toileting) as required.
- Carry personal belongings (e.g. crutches, books, walkers, etc.) and secure them, as appropriate, on the bus.
- Clean and disinfect areas after incidents such as vomit, feces, blood and urine.
- Assist with bus evacuation.

3. **Education**

- Grade XII or equivalent.
- A First Aid/CPR Certificate.
- Non-Violent Crisis Intervention or WEVAS Certificate.

4. **Experience**

- Knowledge and experience assisting students with diverse needs and abilities.
- Ability in handling personal mobility equipment.

5. **Physical Demand**

- Physical strain in pushing wheel chairs in difficult conditions, such as loose snow or ruts in packed snow.
- Lifting and assisting students when necessary such as: seizures and bus evacuation.