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## Wayne County Board of Developmental Disabilities

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### VACANCY NOTICE

**Position:** Substitute Bus Aide  
**Position Available:** Immediate  
**Reports to:** Transportation Supervisor  
**Requirements:** Appropriate CDL License  
**Hours:** 4 Hours Per Day  
**Pay Range:** Per salary schedule

- Qualifications:**
1. Possess or be studying for a current CDL license that may be used in the event of a regular driver being disabled by illness or injury during the transport of passengers
  2. Must pass a physical exam
  3. Must have a clean record check from BMV and BCI
  4. Must have or obtain First Aid Certificate
  5. Must be able to lift and manage enrollees
  6. Must meet all in-service requirements as designated by the Board

**Responsibilities:**

It is the responsibility of the bus aide to provide the safest possible conditions for all riders as the first priority. He/she must be able to load and unload passengers, which include handling of seat belts, straps, harnesses, and operation of the bus lift under the supervision of the bus driver. This employee must comply with all applicable state and local driving laws and regulations including transportation policies of the Wayne County Board of DD. as required to. He/she must maintain appropriate communications with parents/guardians including forwarding required correspondence from the facility to the home as required. He/she must check at the final destination to insure that all passengers have exited the bus. This employee must also perform related tasks as required and assigned by the bus driver or Transportation Supervisor including fueling and sweeping of the bus.

*Applicant should submit an application, resume, references, and related materials to Bobby Dailey, Transportation Supervisor, 266 Oldman Road, Wooster, Ohio 44691. 330-345-6016, ext. 254.*

**4-11-24**