



William S. Hart Union High School District  
Personnel Commission - Classified Employment

*OPEN CONTINUOUS*

## Substitute Bus Assistant

Released: September 7, 2017

### **THE POSITION:**

**Substitute Bus Assistant** positions range from approximately four to seven hours (total) per day. Assignments may be **split shift** or may be limited to either a morning or afternoon shift. An example of a split shift work schedule is 6:30 am to 9:00 am AND 2:30 pm to 5:00 pm. Substitutes work on an as-needed basis only. Salary is \$13.51 hourly.

### **APPLICATION DEADLINE:**            *(OPEN CONTINUOUS)*

### **EXAM PROCESS:**

**Qualifications Appraisal Interview (QAI):** Qualified candidates will be invited to a QAI, date TBD.

### **ESSENTIAL DUTIES:**

Ride a school bus or other transportation vehicle to provide safe and secure transportation for students with physical, educational and emotional handicaps; assist drivers in the loading, unloading and securing of handicapped students; assure seat belts, harnesses and wheelchair clamps are secured as required; provide basic medical care and first aid to students according to established District procedures and policies; contact local emergency services personnel as necessary; assist substitute drivers over routes as necessary; maintain current knowledge of Emergency Evacuation procedures as required; attend in-service meetings and training courses as assigned; maintain order and discipline on bus as required; monitor student activities and assure compliance with bus safety procedures; perform related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

**Education:** Graduation from high school or equivalent.

**Experience:** One year of experience working with children with physical, medical, educational, and/or emotional disabilities.

**Certificates:** Proof of valid First Aid and CPR certificates required prior to start of assignment.

**APPLICATION PROCESS:** All applicants must apply online at [www.applitrack.com/hartdistrict/onlineapp](http://www.applitrack.com/hartdistrict/onlineapp). From the home page, select "Start an application for employment," or if you have previously submitted an online application, select "Log-in" to access your saved application. Follow the steps as directed. On the "Vacancy Desired" section, select **Job ID #1548** (Substitute Bus Assistant). Applications submitted without a Job ID # will not be routed appropriately and will not be accepted. You must thoroughly complete and submit the online application. You will receive a confirmation email once your application has been received. *All correspondence (i.e., exam invitations, exam results) will be handled via email from [mailbot@applitrack.com](mailto:mailbot@applitrack.com). Please update your email account to allow email from this sender.*

**SCREENING PROCESS:** Online applications will be screened to determine if the minimum qualifications are met. All applicants will be notified of their qualification status via email.

### **ALL APPLICANTS:**

A qualifying score must be achieved on all portions of the examination(s) in order to be placed on an eligibility list. Ranking on a list is determined by scores attained plus any applicable seniority or veteran's points. As part of your rights, Merit Rule section 2.14.C, Review and Appeals of Examination states, "if a candidate wishes to protest any part of the examination, the protest must be submitted in writing to the Classified Personnel Director during the five (5) day review period". The review period is the days following notification of your test results. Please review this section in the rules for additional details. If you have any questions, please contact the Personnel Commission Office.

*The William S. Hart Union High School District Personnel Commission is committed to equal employment opportunity for all individuals. District employment shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. Reasonable accommodation in the testing process will be provided to all applicants with disabilities. Persons needing reasonable accommodation, please notify the Personnel Commission Office at 661-259-0033, ext. 410 at least 48 hours prior to the exam.*

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[www.hartdistrict.org](http://www.hartdistrict.org) (Job Opportunities/Classified)