



2023/2024 PARAPROFESSIONAL STUDY GUIDE

- Greeting the students and learning their names helps to build relationships and connections with them.
- The duties performed by the paraprofessionals are just as critical as the details of driving. It is the responsibility of the para to attend to the passengers and not sit up front while students are in need of assistance.
- The duties performed by me are just as critical as the drivers duties.
- The required credentials for a paraprofessional include a DPS ID Badge and First Aid Card. These credentials must be in your possession while on duty.
- Wheelchairs have a minimum of 4 tie-downs and they must all be the same corresponding colors. Either all red tie-downs, all blue tie-downs, OR all black tie-downs.
- There are 3 reflective triangles on the bus.
- It is the job of the **driver** and the **paraprofessional** to keep the bus clean.
- Wheelchair tie-downs for the **front** of the chair go on the **outside tracks**. Tie-downs for the **rear** of the chair go on the **inside tracks**.
- Sleeping, reading books, doing needlework, or using mobile devices (i.e. Ipads, cell phones, video games) are prohibited whether or not there are students present.
- As soon as you punch in and know who your driver is, you must go directly to the bus and begin your portion of the pre-trip.
- It is the responsibility of the driver and the para to make sure that the wheelchair is properly secured.
- The weight limit for the **integrated seat is 60 lbs.**
- The lift is only to be used for lifting wheelchairs. **NO WALKERS, CRUTCHES, OR INSTRUMENTS.**
- If the wheelchair is not working, check to make sure that the bus is in neutral, all of the power switches are on, and verify that the lift occupant restraint belt is secure in the buckle.

- The weight limit for the **BESI seats are between 25 - 90 lbs.**
- It is **never** OK to leave any students on the school bus for any reason or amount of time.
- When calling in sick, you must call 60 minutes before you are scheduled to punch in.
- After punching in, you should always check in with the driver to see if the bus has been spared out.
- The emergency equipment that should be inspected as part of your pre-trip inspection include: the park brake, hazard lights, seat belt cutter, triangles, first aid kits, and fire extinguisher.
- You should always check the bus for students and lost items when you arrive at the school, after each segment, and at the end of the day.
- The safety vest systems have two components. **The vest and the seat mount.**
- It is the responsibility of the driver and the para to develop an emergency plan for each segment.
- To make sure that the wheelchair is secure, you need to release the brakes and attempt to move the chair forward and backward.
- If a student requires a transfer from a wheelchair to a bus seat (or vice versa), the parent and school staff must transfer the student, not the driver or the para.
- Not all wheelchairs have “D” cleats mounted, however, they still may be approved for boarding the bus.
- Supervisors will not process the *Code of Conduct* report if the driver or the para have not taken documented steps to help the student change their behavior.
- Wheelchairs must be inspected daily when loading and unloading for safety purposes. You are to inspect the following items on each wheelchair daily.

*Brakes	*Frame	*Tires	*Footrests	*Belt
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- The weight range for **vests** small, medium, and large **is 20 lbs. - 168 lbs.**
- If you are calling in sick for yourself or a family member, you are to call each work day you are absent.
- The aisles should always be kept clear of luggage, equipment, and any other articles.