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| <b>Job Title:</b>      | <b>BUS AIDE</b>  |
| <b>Department:</b>     | Transportation   |
| <b>Reports to:</b>     | Director of Transportation, Assistant Superintendent   |
| <b>Classification:</b> | Non-exempt / Support Staff   |
| <b>Employment:</b>     | 9 months / At-will   |
| <b>Evaluation:</b>     | Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel. |

## **SUMMARY**

The person in the position of school bus aide will perform a variety of tasks to help support the bus driver in providing safe and proper transportation of students to and from school, including physical and behavioral care of special education students. Performance activities involve the safe boarding, riding, and exiting of passengers.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Student Management**

1. Assists with maintaining student discipline.
2. Supervises and assists students while in transit.
3. Constantly monitors students' well-being and behavior during the route.
4. Occupies a seat on the bus that provides the best opportunity for student supervision while the bus is in transit.
5. Responds appropriately to students' needs during the route and notify the driver if an emergency exists.

### **Routes and Schedules**

1. Becomes familiar with routes to and from school campus to be of assistance to driver, newly assigned driver, or substitute driver.

### **Safety**

1. Knows the proper use of securing devices for safety restraints, wheelchairs, and seat belts.
2. Secures special needs students and/or equipment with restraints, tie downs (e.g. wheelchairs, seat belts, car seats, etc.) for the purpose of ensuring the safety and well-being of students.
3. Supervises the use of seat belts, harnesses, or car seats by students.
4. Knows the school bus evacuation procedures and be physically capable to assist with evacuation of students in an emergency.
5. Follows emergency procedures and help driver administer First Aid, if necessary.
6. Provides First Aid only as trained and required by the situation.
7. Operates equipment according to established safety procedures.

8. Follows established procedures and techniques to perform job duties including lifting and assisting students.
9. Assists the driver if backing the bus is necessary.

### **Other**

1. Assists the driver when requested or required.
2. Becomes familiar with and follow procedures established by the Director of Transportation and the Director of Special Services.
3. Reports any concerns regarding students to the driver and/or the Director of Transportation.
4. Maintains confidential nature of all school-related matters.
5. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

### **SUPERVISORY DUTIES**

Supervise students at all times.

### **QUALIFICATIONS**

#### **Background Checks**

Clearance on all background checks required by law that is satisfactory to the Administration.

#### **Education/Experience**

High school diploma or equivalent preferred; and other such qualifications as the board of education may find appropriate and acceptable.

#### **Certificates, Licenses, Registrations**

N/A

### **SKILLS AND ABILITIES**

#### **Language**

Ability to read and write simple sentences in English, read and understand basic writing skills

#### **Computation**

Basic math skills required.

#### **Reasoning**

Ability to understand and follow Board policies, administrative procedures and training and handbook materials

#### **Additional Skills and Abilities**

Ability to interact in a friendly manner with co-workers, parents and students.

Ability to address the needs of students with various handicapping conditions.

Ability to participate in all required bus aide training and professional development.

Ability to lift and appropriately and safely restrain students of varying age levels and sizes for transport.

Ability to operate safety equipment and adaptive equipment.

## **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 essential functions.***

### **Physical Requirements**

The individual who holds this position must:

Sit for moderate periods of time

Frequently walk, stand, stoop, push, pull, bend, kneel, lift and carry

Frequently bend and twist the torso and neck

Frequently use repetitive arm, wrist and hand movements

Will regularly lift and/or reposition students - up to 100 pounds

Use close, distance and peripheral vision as well as depth perception

### **Hours / Attendance / Travel**

Consistent and regular attendance is an essential duty of this position.

Monday through Friday; Beginning and ending time set by supervisor.

## **CONDITIONS AND ENVIRONMENT**

***The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.***

The individual who holds this position must:

Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit.

Occasionally work in rain, sleet and ice and walk on slippery conditions

Often work in an area with a high noise level including engine noise and the sound of many children speaking; a raised voice may be necessary

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