Job Title: Bus Aide **Wage/Hour Status:**

Reports to: Transportation Supervisor **Pay Grade: 1**

Dept./School: Transportation **Date Revised:**

Primary Purpose:

Ride buses and help driver ensure safe and orderly transportation of students with disabilities.

Qualifications:

Education/Certification:
Not specified

Special Knowledge/ Skills:
Ability to follow verbal instructions and communicate effectively
Ability to operate safety equipment and adaptive equipment
Ability to work well with children with disabilities

Experience:
None

Major Responsibilities and Duties:

Student Management

1. Lift and carry students with disabilities on and off the bus according to their individual needs.
2. Supervise students as they board and leave bus and cross street.
3. Take children into building and help them find their way.
4. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
5. Manage student behavior and report student discipline problems to appropriate administrator.
6. Communicate with teachers and parents on a daily basis regarding student behavior while on bus.

Routes and Schedules

7. Become familiar with all routes to and from school campus to be of assistance to driver.
8. Maintain an updated route schedule.

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Safety

9. Supervise use of seat belts, harnesses, or car seats by students.

10. Follow emergency procedures and help driver administer first aid, if necessary.

11. Operate equipment according to established safety procedures.

12. Follow established procedures and techniques to perform job duties including lifting, assisting students, etc.

Other

13. Become familiar with and follow procedures established by transportation and special education offices.

14. Help driver keep bus clean.

15. Work irregular hours as needed.

Supervisory Responsibilities:

None.

Equipment Used:

Wheelchair lift, ramp, lock, and special needs adaptive equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Frequent walking, stooping, bending, kneeling, pushing and pulling; moderate lifting and carrying. Work outside and inside; work around vehicles and machinery with moving parts; moderate exposure to extreme temperatures and vehicle fumes.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

_____

Signature Date

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