

Bus Aide
New Hanover County Schools

Job Description

Class: Classified
Dept: Transportation

TITLE: **Bus Aide**

- QUALIFICATIONS:**
1. High School diploma or equivalent.
 2. Some experience in working with students (experience with physically handicapped and/or related where applicable).

REPORTS TO: Bus Coordinator

JOB GOAL: To ride on a school bus and assist the driver with the safety, movement, management, and care of students boarding the bus, leaving the bus, or being transported on it. The bus aide will require students to conform to the rules and regulations established by the local board of education for the safety of students riding school buses.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Maintain order on the bus, reports discipline problems to proper staff.
3. Make certain that students are seated while bus is in motion.
4. Supervise loading and unloading of bus.
5. Help students cross highways safely when needed.
6. Assist students and drivers as needed.
7. Assist in keeping discipline on the bus.
8. Assure that seat belts and other safety restraining devices are used, and that they are securely fastened.

10. Assist driver for all turn arounds.
11. Perform other related duties as directed by the Supervisor/Coordinator.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: NHCS Bus Aide Pay Scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Good knowledge of care and discipline of students.
- Ability to deal patiently and effectively with students.
- Ability to deal courteously and effectively with school principals and parents.
- Demonstrates patience and understanding.
- Sincere interest in helping students.
- Sincere interest in student safety.
- Ability to repeat the same hand, arm, finger motion many times; ability to use hand strength to grasp the steering wheel and door; and the ability to move up to 75 pounds at least 25 feet if assigned to an EC bus.
- Ability to exit out of the rear bus door or side door as needed for evacuation.
- Ability to sit, walk or stand; to bend or twist at the neck and trunk while performing duties.
- Vision abilities of close vision, color vision, depth perception and peripheral vision.
- Willingness to work in varying and adverse conditions.
- Good physical condition.
- Ability to follow basic verbal and written instructions.