

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Bus Aide

QUALIFICATIONS:

- 1. Able to pass a mandatory physical.
- 2. Demonstrate aptitude or competence for assigned responsibilities.
- 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Bus Driver/ Transportation Secretary / Director of Operations

JOB GOAL: To assist in providing safe transportation so that students may enjoy the fullest possible advantage from the district’s curricular and extra-curricular programs.

PERFORMANCE RESPONSIBILITIES:

- 1. Assists the bus driver in maintaining good student conduct on the bus.
- 2. Inspects student list to prevent unauthorized passengers.
- 3. Assists young or disabled students in getting on and off the bus.
- 4. Assures that students get on and off the bus in an orderly fashion.
- 5. Provides written records of violations of the student code to transportation supervisor.
- 6. Collects and turns over to the school secretary those personal items left on the bus by students.

TERMS OF EMPLOYMENT: Nine, ten, eleven or twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on Evaluation of Support Services Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

3/13/03