

**MADISON COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE: BUS AIDE**

**REPORTS TO:** Director of Transportation

**EXEMPT STATUS:** Non-Exempt

**APPROVED:** January 14, 2016- Order #2016-1720

**BASIC FUNCTION:**

Ride a school bus for exceptional children and assist school bus driver in maintaining discipline while bus is in operation; operate mechanical lift.

**REPRESENTATIVE DUTIES:**

- Assist exceptional children on and off the bus and escort children across street upon return home; lift children as required; assure responsible adult meets students leaving the bus.
- Operate equipment, including wheelchairs, tie-downs, seat belts, harnesses, mechanical lift and other adaptive equipment as necessary.
- Assist driver in assuring seat belts, harnesses and wheel chair clamps are secured as required.
- Assist parents and school personnel with safe loading and unloading of students; coordinate seating of exceptional students as required by State Transportation Guidelines.
- Consult with and assist bus driver in documentation of student information, record-keeping and completing route surveys.
- Attend in-service meetings and training courses as assigned.
- Monitor and assist students while bus is in operation.
- Maintain current knowledge of Emergency Evacuation procedures.
- Communicate with classroom aides, teachers, principals, and parents concerning student background, medical problems and behavior as appropriate.
- Maintain regular attendance.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Operation of mechanical lift, wheel chairs, seat belts, restraining harnesses and wheel chair clamping devices.
- Safe practices concerning school bus transportation.
- Problems and concerns of students with special needs.
- Basic record-keeping techniques.
- Applicable sections of the Kentucky Administration Regulations and other applicable laws.
- Health and safety regulations.

**ABILITY TO:**

- Drive a school bus for children with special needs and assist school bus driver in maintaining discipline while bus is in operation assuring safety of students.
- Maintain proper records and documentation.
- Assist student loading, unloading and seating arrangements as required.
- Understand and relate to children with special needs.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Lift students according to established guidelines.
- Maintain current knowledge of Emergency Evacuation procedures.
- Maintain routine records.
- Observe health and safety regulations.

**PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights up to 50 pounds

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law. Completion of bus assistant training.