

RESPONSIBILITIES OF A SCHOOL BUS AIDE

The person who accepts the position as a special needs school bus aide will perform a variety of tasks to help support the driver in providing safe and proper transportation of all students to and from school.

Duties may include:

1. Know the proper use of securing devices for safety restraints, wheelchairs and seat belts.
2. Assist the driver in the proper loading and unloading of passengers.
3. Maintain student discipline.
4. Supervise and assist students in transit.
5. Report any concerns regarding students to the driver and to the appropriate building staff.
6. Know the school bus evacuation procedures and be physically capable to evacuate students in an emergency.
7. Learn the bus route and provide route information that includes driver directions for the best way to reach a location, for a substitute or newly assigned bus driver.
8. Occupy a seat that provides the best opportunity for student supervision while the bus is in motion.