

OZARK R-VI SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: TRANSPORTATION-BUS AIDE/ATTENDANT

QUALIFICATIONS:

1. Patient and willing to work with students with Special Needs.

REPORTS TO: Director of Transportation

JOB GOAL: To assist the bus driver on the safe transportation of students on the Special Needs bus.

PERFORMANCE RESPONSIBILITIES:

1. Secures students in child restraint system on special needs bus.
2. Assists driver with maintaining discipline on the school bus.
3. Assists driver with emergency bus evacuation involving Special Needs children.
4. Provides information on the bus route to substitute drivers on an as needed basis.
5. Understands and abides by confidentiality mandates.
6. Assists special needs children as needed.
7. Assists student in to seat, lifting them up under their arms, and help with seat belt.
8. Aides the students with their back pack when they arrive at school.
9. Sit with student if they will not stay seated.

PHYSICAL DEMANDS: Ability to lift up to 50 pounds; assist children load and unload from bus; repetitive climbing up and down bus steps; standing and sitting repeatedly; ability to assist/lift children into and out of their seats; ability to buckle/secure children in seats.

TERMS OF EMPLOYMENT: Nine months; compensation as per salary schedule

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated Annually by Director of Transportation

APPROVED BY SCHOOL BOARD: February 21, 2019