



INSTRUCTIONAL

PARAPROFESSIONAL - BUS AIDE

JOB DESCRIPTION

JOB TITLE: Paraprofessional - Bus Aide
REPORTS TO: Support Specialist - Transportation
LOCATION: Transportation Department

FLSA STATUS: Non-Exempt
PAY GRADE: CLS-06
DAYS: 192
JOB ID & DATE: CLS-07, September 2023

JOB PURPOSE SUMMARY

Responsible for ensuring the safety and well-being of students during school bus transportation. This role involves monitoring student behavior, assisting with boarding and disembarking, and communicating effectively with students, drivers, and school staff to maintain a safe and orderly bus environment

REQUIREMENTS

Education Level Details

High School Diploma or equivalent is required.

License or Certification

Certification as a Paraprofessional, Teaching Assistant, or equivalent
Substitute Certification preferred

Work Experience Required

Prior experience working with children in a school or childcare setting is preferred.
Knowledge of school bus safety protocols is beneficial.

Other Skills and Abilities Required.

Excellent communication and interpersonal skills.
Patience and the ability to remain calm in challenging situations.
Strong observation skills to monitor student behavior effectively.
Ability to follow safety procedures and maintain discipline.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Greet students as they board the school bus and assist with seating arrangements.
- Ensure that students are securely and safely seated while the bus is in motion.
- Monitor student behavior and enforce school bus rules and safety guidelines.

- Assist students with special needs, including securing mobility devices and providing necessary support.
- Load and unload passengers in wheelchairs using lift or walk-ons. Maneuver chairs on ramps, curbs and inside the bus.
- Communicate effectively with the bus driver and school staff regarding any issues or incidents.
- Maintain a safe and orderly bus environment, addressing any disruptive behavior promptly.
- Respond to emergency situations, such as accidents or medical incidents, by following established protocols.
- Assist with the evacuation of students in case of emergencies.
- Report incidents, accidents, or concerns to appropriate school authorities.
- Perform pre and post trip inspection of vehicle equipment, as it pertains to special needs.
- Assist in cleaning bus
- Ensure that students follow proper boarding and disembarking procedures.

Other

- Perform other duties as assigned.
- Participate in training and professional development activities as required by the school district.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds. Ability to stand, walk, and move around on a moving bus. Lifting and securing mobility devices as needed. The ability to respond quickly to emergency situations.

Work Environment: While performing the duties of this job, the employee will work primarily on a school bus during transportation routes. Exposure to varying weather conditions during boarding and disembarking. Employees may be required to work evenings and weekends and attend events where community members are in attendance or students need transportation to remote locations..

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____