

Lauderdale County Schools  
Florence, AL

Job Description

Position: Bus Aide

**Department:** Business Operations  
**Reports To:** Principal and Director of Transportation  
**FLSA Status:** Non-Exempt  
**Contract Days:** 180 days  
**Salary:** Based on the System Salary Schedule  
**Qualifications:**

1. Minimum: High school diploma or equivalent.

**Purpose of Job**

To assist children on and off buses, securing wheelchairs, infant seats, and seatbelts, monitoring children during transport to ensure safety, and assisting the Bus Driver in traffic situations.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Ensure safety of students by:
  - Buckling them in their seats and securing wheelchairs before bus starts
  - Keeping them seated and under control during transportation
  - Assisting them with crossing the street
  - Assisting them during loading and unloading, at home and at school
  - Escorting them to the responsible adult at school
- Account for students' personal belongings and messages.
- Assist bus driver with keeping updated file of students assigned to bus.
- Familiarize self with and uses:
  - Assistance request forms
  - Safety equipment located on bus
  - Emergency procedures
  - Bus route and pick-up points
  - Wheelchair lift and locking equipment
- Deal with emergency physical problems during loading, transporting, and unloading.
- Notify school officials of unusual events or behaviors.
- Cooperate with school staff in special requests concerning handling behaviors, physical management, etc.

- Contact and obtain acceptable substitute when absent.
- Understand and assist in upholding system rules, policies, and procedures.
- Respect and confidentiality of information pertaining to students and staff and the school system.
- Be regular and punctual in attendance.
- Follow correct procedure for signing in daily and securing substitutes.
- Maintain proper and professional relationship with students and other employees.
- Perform duties in a manner that will promote good public relations.
- Performs such other tasks and assumes such other responsibilities as the Principal and/or Director of Transportation may assign.

**Additional Job Functions**

Perform other duties as assigned.

**Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

**\*All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.\***