



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Bus Aide

(Rev. 12/17/2007, Rev. 05/23/2019)

- Qualifications:
1. High school diplomas or equivalent
 2. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
 3. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To: Transportation Director

Job Goal: To assist the driver in maintaining a high degree of order and safety on the school bus.

Performance Responsibilities:

1. Assist the driver in the implementation of the assigned transportation route.
2. Assist the driver in the collection and preparation of required documents in regards to transportation.
3. Assist the driver with individual problems as they arise.
4. Attend all state mandated training.
5. Assist students getting in or out of seats when necessary.
6. Assist driver in maintaining discipline and reports violations to the proper authority.
7. Assist driver in handling disturbances with as little confusion as possible.
8. Performs any other duties consistent with the position of school aide.
9. Learn and use the proper method of securing devices such as safety restraints, wheelchairs and seat belts.
10. Supervise and assist students in transit.
11. Learn the bus route and provide route information that includes driver directions for a substituting or newly assigned bus driver.
12. Occupy a seat that provides the best opportunity for student supervision while the bus is in motion.
13. Assist the driver in the proper loading and unloading of passengers

Employment conditions:

Contract year:	September 1 to June 30 (10 Mos.)
Job Family	Hourly Employees
Pay Grade/Compensation Structure:	As per collective bargaining agreement
Evaluation:	In accordance with Board policy
Job Code:	9400

Signature

Date