

**TITLE OF POSITION:** Bus Aide  
**CLASSIFICATION:** Transportation  
**LOCATION:** Bus Garage  
**SUPERVISOR:** Director of Transportation  
**SALARY RANGE:** Placement on Classified Salary Schedule

An aide hired for the assignment listed above may perform all or some of the responsibilities defined below:

**DUTIES AND RESPONSIBILITIES:**

1. Supervise student behavior on the bus to ensure safe travel for all students and passengers.
2. Assist students with mobility restrictions on and off the bus.
3. Assist in loading and unloading of wheelchair bound students.
4. Assist in properly securing wheelchairs.
5. Help students buckle up in car seats and make sure they stay buckled.
6. Ensure that students are wearing seatbelts and keep them buckled for the remainder of the route.
7. Attend, when necessary, to the needs of individual students.
8. Demonstrate a positive, caring and supportive attitude to students at all times; where appropriate, engage students in conversation.
9. Work together with the driver on issues such as safety and comfort on the bus and working with the driver to ensure students are transported safely and in comfort.
10. Maintain a neat and clean appearance when traveling on the school bus.
11. Cooperate with drivers in filling out report
12. Assist with management of children with special health problems, e.g. seizures.
13. Work cooperatively with parents and school staff.

## **QUALIFICATIONS:**

1. Must have a high school education equivalent.
2. Prior successful instructional experience and/or training working with disabled children preferred.
3. Must be able to maintain good rapport with students, parents, and co-workers.
4. Possess adequate health and physical strength to assist students by repetitive lifting, ie ability to lift 50 pounds. Must be able to exit the bus through rear exit door.
5. Must have or obtain first aid certification.
6. Must demonstrate willingness to learn and apply behavior management techniques.
7. Demonstrate ability to promote students' best interests through positive role modeling and student advocacy.
8. Willingness to be trained to provide support for children with special health problems as needed.
9. Must be able to work in a team setting.

Testing to be used to determine knowledge of pertinent skills.