

SAN YSIDRO SCHOOL DISTRICT

TITLE: Bus Aide
DEPARTMENT: Transportation
FLSA: Non-Exempt
CREATED: February 2023

REPORTS TO: Department Administrator
CLASSIFICATION: Classified (10 month -209 day)
SALARY: Classified Schedule Steps 7-11
Board Approved: April 13, 2023

BASIC FUNCTION: Under general supervision of the Transportation Department Administrator, and/or designee, assists in the care and supervision of pupils; assists pupils in boarding and exiting a school bus; assures the safety of pupils; maintains appropriate order and conduct on the bus; aids with pupils' healthcare issues; and performs other duties as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Assists bus driver in maintaining order and discipline on the bus for the purpose of ensuring safety and well-being of pupils.
- Assists pupils with/without disabilities on and off the bus and may be required to lift/assist pupils with mobility limitations.
- Assists bus driver with securing wheelchairs, and safety harnesses and seat belts.
- Ascertains that all pupils are safely seated and secured (seat belts) according to instructions and regulations as determined by the Transportation Department.
- Ensures that all personal belongings/equipment of pupils, such as books, lunches, etc., are properly and safely secured during transit.
- Monitors each pupil's behavior and maintains a quiet orderly atmosphere on the bus at all times to ensure the safety and well-being of all pupils.
- Occupies a seat on the bus that will provide effective oversight.
- Establishes and maintains cooperative and effective working relationships with others including staff, students, and parents.
- Assists in the preparation of student conduct/incident reports.
- Assists in the enforcement of District policies and procedures related to transportation of pupils.
- Assists in instruction of pupils regarding proper bus behavior and emergency procedures.
- Alerts the Transportation Department and/or school personnel of special problems or significant needs of pupils.
- Attends monthly Transportation in-service meetings and training sessions as required.
- Administers first aid according to established guidelines.
- Performs other related duties as assigned.

KNOWLEDGE

- Of District policies and procedures related to Transportation.
- To prepare incident reports Health and safety regulations
- Child abuse reporting regulations

ABILITIES

- Ability to communicate and work effectively with pupils, coworkers, and parents.
- Ability to physically lift and assist pupils as necessary.
- Ability to exercise good judgment and discretion.
- To understand and follow both oral and written communication.

- Effective communication skills.
- Operate harnesses, tie-downs, and various adaptive and assistive devices.
- Observe health and safety regulations.
- Maintain routine records related to work performed.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent
- First Aid and CPR Certificate
- Pass a job-related assessment test.

DESIRED QUALIFICATIONS:

- Bilingual (English/Spanish)

WORKING CONDITIONS

School bus environment, including close proximity to students and interactions with staff and parents.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Sitting or standing for extended periods of time; dexterity of hands and fingers to operate office and/or vehicle equipment. Potential running; kneeling, lifting, pushing and carrying to perform assigned duties; reach with hands and arms; dexterity to handle objects and operate tools, computers, and/or controls; strength to lift items needed to perform the function of the job.