

BUS AIDE

CLASSIFICATION: MESPA - Transportation Group Schedule

DEPARTMENT: Transportation

GENERAL SUMMARY OF POSITION: The position of Bus Assistant, under the direction of the appropriate administrator, is responsible for assisting the Bus Driver in the safe transportation of special education students of the (School District/ISD). Other duties involve managing the operation of the bus to ensure a safe and hazard free environment for all students.

ESSENTIAL JOB RESPONSIBILITIES:

1. To provide safe and comfortable conditions for pupils who ride on (School District/ISD) buses.
2. To assist pupils as they enter and leave the bus and assist in loading and unloading wheelchair pupils.
3. To see that pupils are seated before the vehicle is in motion. If pupils unfasten their belts during the ride the assistant will assist pupils in refastening seat belts.
4. To observe pupil behavior and take positive action in correcting behavioral problems by using approved techniques.
5. To assist in bus emergency evacuation.
6. To clean interior of assigned bus, sweep floors, wipe down seats and clean windows as needed. Complete these tasks during non-pupil supervisory time.
7. To observe that pupil is supervised if he/she crosses a highway/road and that the pupil passes in front of bus when leaving the bus.
8. To appropriately secure wheelchairs.
9. To keep all student, parent and staff information confidential.
10. To have a positive attitude in working with students, parents, community members, and other staff members.

OTHER JOB RESPONSIBILITIES:

1. To prepare and maintain route sheets.
2. To prepare "Accident Report" after any accident involving the bus and school bus passengers.
3. To prepare reports and keep all records required.
4. To assist the Transportation Supervisor in mapping bus routes and planning schedules when needed.
5. To perform related duties as required by the Transportation Supervisor and in assistance to the Bus Driver.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED equivalency.
2. Prior experience working with children.
3. Ability to lift a minimum of 75 pounds.
4. Excellent oral and written communication skills.
5. Ability to work well with others.
6. Willing to wear a back support brace, as provided by the district.
7. Willing to receive additional training to improve job skills.
8. Must have a good attendance record.
9. Must have good references.
10. Working knowledge of computer keyboarding skills desired.