**BUS AIDE**

**PRIMARY PURPOSE:** Responsible for the care, handling and special needs of all students while being transported on the bus. Will follow all established practices set forth by the Special Education and Transportation Departments.

**REPORTS TO:** Transportation Manager

**DUTIES AND RESPONSIBILITIES:**

* Assist in the loading and unloading of students.
* Assist bus driver in supervision and safety of students, while enforcing all established rules.
* Assist in maintaining a neat and orderly bus.
* Attend all meetings and training as required by supervisor.
* Prepare all student related accident reports.
* Perform routine check of prior to departing from bus.
* Supervise the children at all times and tend to any physical needs they may require.

**QUALFICATIONS:**

* Must be mentally and physically able to handle children with special needs.
* Must be able to hook up wheelchairs, pick up students and place them in car seats, hook up harnesses or seat belts as needed and help students walk on and off the bus.
* Must be able to work the wheelchair lift, both electronically and manually.
* Must know how to evacuate the children from the bus in case of emergency or accident.
* Should have knowledge of CPR and first aid.
* Some knowledge of sign language is helpful.
* High School diploma or its equivalent.
* The ability to lift 45 pounds.
* Good communication skills and the ability to work well with students, parents and staff members.