

9.16.04 BUS AIDE

Reports to: Coordinator of Transportation

Dept/School: Transportation

Wage/Hour Status: Nonexempt

Length of Contract: 178

PRIMARY PURPOSE:

Ensure safe and orderly transportation of students on assigned route that transports students and other authorized personnel to and from schools or other designated location.

QUALIFICATIONS:

Education/Certification:

Valid driver's license

Special Knowledge/Skills:

Must be 21 years of age

Ability to pass alcohol and drug test

Must be able to pass a criminal history check and DPS physical

Must have acceptable driving record

Ability to complete required bus driver safety training

Ability to follow written and verbal instructions

Ability to communicate effectively

Knowledge of student discipline procedure

Ability to manage student behavior

Experience:

None

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.

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4. Report all accidents, vehicle damage, student injuries, and mechanical failures; complete required reports.
5. Assist bus driver in the keeping of the number of passengers transported.
6. Assist bus driver in keeping assigned bus clean.
7. Supervise students while they board and leave the bus and cross the street.
8. Communicate with transportation office on a daily basis regarding student behavior while on the bus.
9. Maintain discipline; report student discipline problems to appropriate administrator.
10. Instruct students on safe riding rules and regulations.
11. Correct unsafe conditions in work area that could cause an accident and inform supervisor of any conditions that are not correctable immediately.
12. Assist in reporting any hazardous conditions along the route.
13. Operate two-way radio equipment and cell phone to communicate with transportation office.
14. Work irregular hours as needed.
15. Present for students a positive role model that supports the school climate and mission of the school district.
16. Effectively communicate with colleagues, students, and parents.
17. Demonstrate behavior that is professional, ethical, and responsible.
18. Attend and complete required training programs (on all in-service days) to maintain safety certification including first aid/CPR training.
19. Perform other duties as assigned.

EQUIPMENT USED:

School bus, safety equipment (flares, reflective signs), fire extinguisher, seatbelts, wheelchair lift

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WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress; ability to assist others in a non-coercive manner

Physical Demands:

Frequent standing, stooping, bending, kneeling, pushing and pulling; ability to lift and carry 50 lbs.

Date Adopted: August 19, 2014

Last Revised by Administration: February 5, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date