



POSITION: BUS AIDE

FLSA STATUS: NON-EXEMPT

FTE: 3 hours, 40 minutes per day

REPORTS TO: DIRECTOR OF TRANSPORTATION

DEADLINE: Until Filled

SUMMARY:

The Bus Aide is a constant reflection of our district's commitment to safety and customer service. The Aide is responsible for providing operational oversight, day-to-day management, and assists bus drivers in the safe operation of routes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Knows the route and remains alert to monitor the welfare of students while in route.
- Communicates behavior problems and conditions of various stops to the driver.
- Promote atmosphere of good conduct on buses by implementing Lincoln Consolidated Schools Policies and Procedures.
- Successfully operate wheel chair lift and wheel chairs.
- Operate and secure devices such as car seats, harnesses, booster seats, etc.
- Work with bus driver on all behavior management decisions and implementation.
- Attend scheduled workshops and/or in-services related to behavior management.
- Assists in pre-trip and post-trip inspections of the bus.
- Assists students in the loading and unloading process.
- Cooperates and communicates with school personnel, students, and parents.
- Attends all safety and training meetings.
- Conducts emergency evacuation from the bus, including use of exiting by emergency door.
- Opens and closes service doors and moves up and down steps multiple times daily.
- Cleans the inside of the bus.
- Assists driver when necessary to safely direct the vehicle backwards.
- Keep in confidence all personal, student or personnel records and information.
- Participates in district and school initiatives, adheres to building and district school improvement plans.
- Adheres to, interprets and implements all district policies, administrative guidelines and procedures.
- Conducts behavior to demonstrate collegiality and professionalism.
- Regular and reliable attendance is an essential job function.
- Performs other duties as assigned by the Director of Transportation.

SUPERVISORY RESPONSIBILITIES:

- This position has supervisory responsibilities over students.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Must be able to deal effectively with children and parents.
- Ability to maintain simple written records and read sequential directions.
- Ability to maintain confidentiality.
- Prefer certification in CPR and First Aid.
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCEDURE:

Complete all sections of the online application at:

<https://www.applitrack.com/wisd/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=8384>

TERMS:

The contract, salary and other employment conditions will be established by the Superintendent. Further, applicant must agree to fully participate in all relevant training inclusive of or unique to the department assigned and the District.

Lincoln Consolidated Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Lincoln Consolidated Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, familial status, marital status, genetic information or any legally protected characteristic, in its programs and activities, including employment opportunities.

