

ASHTABULA AREA CITY SCHOOLS  
JOB DESCRIPTION

BUS AIDE

JOB SUMMARY:

To assist in assuring the safe and efficient transportation of students and to foster an atmosphere of safety and open communication with students, parents and employees.

QUALIFICATIONS:

1. Possess a High School diploma or GED.
2. Possess the appropriate credentials (e.g. licensing/certification) required by federal law, state law and Board policy.
3. Possess the ability to operate a two-way radio and assist when necessary.
4. Demonstrate ability to lift up to 70 pounds safely and to demonstrate physical dexterity.
5. Possess interest in and empathy for children.
6. Possess the ability to maintain effective pupil behavior management control over groups of children.
7. Possess ability to work with other people in a cooperative, productive and acceptable manner.
8. Must be neat and clean in appearance.
9. Possess ability to recognize and respond to emergencies quickly and calmly.
10. Ability to follow written and verbal instruction provided by the school bus drivers, parents, principals, and Transportation Supervisor.
11. Demonstrate ability to walk up and down steps, climb ladders and walk the aisle of a school bus and school van.
12. Take pride in the position and work.
13. Promote the vision and educational philosophy of the school district.

14. Demonstrate ability to perform basic mathematics (e.g. add, subtract, multiply and divide whole numbers, fractions, decimals and calculate percentages).
15. Possess basic computer skills.
16. Provide an employment and/or school record demonstrating stability, regular attendance, safety consciousness, cooperation and responsibility.

**PERFORMANCE RESPONSIBILITIES:**

1. Work safely, observe and/or report any potential problems to the bus driver, supervisor and principal as appropriate.
2. Recognize and respect the need for confidentiality with regards to student information.
3. Consult with the bus driver before issuing a bus conduct report.
4. Assist driver in preparing written bus conduct reports for the purpose of keeping parents and administrators informed of discipline problems.
5. Assist driver with emergency bus evacuation if necessary.
6. Assist driver in maintaining control of the students on the bus and at bus stops and remain alert to all activity.
7. Maintain safe conditions in and around the bus.
8. Assist students to, from, in and out of the bus and building(s) as necessary.
9. Report to a destination assigned by the Transportation Supervisor.
10. Properly use time accumulation terminals to record accurate job description, proper route number, and odometer readings for all assignments.
11. Possess knowledge of the scheduled routing and assist a substitute bus driver with the bus stops.
12. Immediately bring unsafe practices, or conditions to the attention of the bus driver and Transportation Supervisor.
13. Maintain a position on the bus that provides a good view of and access to all activity. Attend to the needs of the students, including student assistance for vehicle entry and exit, behavior management and other student needs.

14. The bus aide shall not disturb the bus driver from the task of driving the school bus or van. All unnecessary conversation between the bus aide and bus driver shall be curtailed while the school bus or van is in motion.
15. Maintain a cooperative behavior with fellow employees, administrators, parents and students, always promoting the district's mission.
16. Control the behavior of all students throughout the entire course of transportation.
17. Maintain a professional relationship with all students, being friendly but not familiar.
18. Keep a constant watch on passengers to make sure they remain in their assigned area and that all anchors and seat belts do not come loose or undone. Make the passengers as comfortable as possible.
19. Make recommendations concerning better methods and approaches relative to the duties and responsibilities of the position.
20. Use of personal cell phones and personnel electronic devices is prohibited, except for emergency situations.
21. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment with the district.
22. Perform all other duties as assigned by the administration.
23. Promote the vision and educational philosophy of the school district
24. Serve as a role model for students as to how to conduct themselves as citizens and as responsible, intelligent human beings; and help to instill in students the belief in and practice of ethical principles and democratic values.
25. Required to be familiar with all relevant board policies, administrative guidelines and operation procedures that affect the position.
26. Required to adhere to all district safety policies and procedures including participation in all school safety drills, trainings and activities. This includes completing all assigned SafeSchool videos, A.L.I.C.E. training and any department training requirements.

The Performance Responsibilities specified above are not meant to be an exhaustive list of all specific activities in which the person filling this position engages. Rather, the

Performance Responsibilities are examples of typical tasks in which the person is involved, on an ongoing basis, while occupying this position.

#### WORKING CONDITIONS:

Exposure to dirt, odors, heights, and/or cleaning chemicals is moderate. Exposure to noise and temperatures is variable. Heavy physical effort is required including the frequent lifting and moving of up to 70 pounds which may include regularly moving heavy objects in a safe manner (e.g. wheelchairs, lifts, and other apparatuses). Stooping, bending, climbing, standing, sitting and walking also are required.

#### REPORTS TO:

Transportation Supervisor and/or building Principal and the Director of Operations in the absence of the Transportation Supervisor.

#### HOURS/DAYS OF EMPLOYMENT:

Hours and number of days are assigned by the Administration.

#### COMPENSATION AND STATUS:

FLSA: Non-exempt Hourly

This is a union position. The compensation for this position will be based on the Salary Schedule set forth in the Master Agreement.

#### EVALUATION:

Performance will be evaluated by the Transportation Supervisor or the Director of Operations annually, in accordance with the provisions of the Master Agreement.

Rev. 03/29/2011  
Rev. 02/13/2014  
Rev. 10/9/2018  
Rev. 1/8/2020  
Rev. 7/22/2020  
Rev. 7/24/2020  
Rev. 8/3/2020