



West Carrollton City Schools Job Description

Title: Bus Aide

Reports To: Transportation Coordinator

Evaluated By: Transportation Coordinator

Job Location: As Assigned

Job Summary:
Supervises and assists students during bus trips.

Job Index Number: 702

FLSA Status: **Non-Exempt**

Minimum Education:

- High School Diploma or GED

Minimum Experience:

- None

Preferred Education/Experience:

- 1-3 years of experience in daycare or classroom setting assisting in instruction and/or supervision of children

Required Licensure: An Educational Aide – Student Monitor Permit issued by the Ohio Department of Education

Essential Functions (includes % of time spent on the job):

- Checks with the transportation supervisor to learn about the needs of students being transported. Seeks advice when expectations are unclear.
- Helps with bus loading and unloading procedures. Operates the wheelchair lift. Assists student with mobility needs. Ensure that students are comfortable and safely secured. Ensures that wheelchairs are properly secured before the bus starts.
- Inspects harnesses, restraints, and other safety devices. Immediately corrects or reports unsafe conditions and/or defective equipment.

- Anticipates and prepares to offer assistance when aware of passengers with medical or other health considerations.

Other Responsibilities:

- Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Uses tact to help students with problem-solving activities.
- Documents injuries that require medical attention.
- Performs other duties as directed.

Physical

Requirements:

- Lift students up to 50 pounds using a 1-person lift. Lifts may be conducted up to 10 times per day depending on assignment.
- Assist students on steps as they board and exit transportation vehicles. Assistance includes supporting, lifting, pushing or pulling up to 300 pounds.
- Infrequent ability to run after and catch a student in flight. Running may occur on hard, soft and uneven surfaces.
- Fine motor skills required for use in pincher grasp and typing.

Working

Conditions:

- Work is generally inside a moving vehicle.

Performance Evaluation:

Job performance is evaluated according to the policy provisions and procedures of the West Carrollton City Schools. The supervisor shall assess/rate the individual's job performance against the responsibilities and essential elements that are applicable and included in this job description. The West Carrollton City Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. The job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors and unforeseen events.

Revised: 4/5/2018

I have reviewed the duties outlined in this job description. I accept responsibility for performing these duties to the best of my ability and will strive to improve future performance under the direction and guidance of the assigned supervisor.

Signature

Date