



JOB DESCRIPTION

Job Title:	Bus Aide	Status:	Nonexempt
Reports to:	Director of Transportation	Days:	180
Pay Grade:	Auxiliary Pay Grade 1	Salary:	\$13.68-\$16.09
Dept./School:	Transportation	Date Revised:	August 15, 2025

Primary Purpose:

Ride buses and help driver ensure safe and orderly transportation of students.

Qualifications:

Education/Certification/License:

High School Diploma or GED

Special Knowledge/Skills:

Ability to follow verbal instructions and communicate effectively

Ability to operate safety equipment and adaptive equipment

Ability to work well with children

Experience:

None

Duties/Responsibilities:

Student Management

1. Supervise students as they board and leave bus and cross street.

2. Take children into building and help them find their way.
3. Learn and adapt to each student's special medical, physical, communicative, and emotional needs.
4. Manage student's behavior and report student discipline problems to appropriate administrator.
5. Communicate with teachers and parents on a daily basis regarding student behavior while on bus.
6. Perform all other duties as assigned by the supervisor or director.

Routes and Schedules

7. Become familiar with all routes to and from school campus to be of assistance to driver.
8. Maintain updated route and schedule.

Safety

9. Supervise use of seat belts, harnesses, or car seats by students.
10. Follow emergency procedures and help driver administer first aid, if necessary.
11. Operate equipment according to established safety procedures.
12. Follow established procedures and techniques to perform job duties. **Other**
13. Become familiar with and follow procedures established by transportation.
14. Help driver keep bus clean.
15. Work irregular hours as needed.
16. Perform all other duties as assigned by supervisor.

Supervisory Responsibilities:

None

Equipment Used:

Ramp, lock, and special needs adaptive equipment when necessary.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent walking, stooping, bending, kneeling, pushing, and pulling; moderate lifting and carrying. Work outside and inside; work around vehicles and machinery with moving parts; moderate exposure to extreme temperatures and vehicle fumes.

The Galveston ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law.

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

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____