

## Hillsborough Township School District

### JOB DESCRIPTION

**Title:** Bus Aide

- Qualifications:**
1. Ability to relate to special education students and their parents
  2. Ability to maintain proper behavior on the bus
  3. Demonstrates dependability, responsibility and efficiency
  4. Completes fingerprinting and criminal history background check and proof of U.S. citizenship or legal resident alien status.
  5. TB test required

**Report Level:** Transportation Supervisor

**Major Duties and Responsibilities:**

1. Assist in loading and unloading of pupils on bus.
2. Maintain order on the bus while enroute to and from school to allow the driver to perform his/her duties with less distractions in a more safe and timely manner.
3. Consistent enforcement of safety rules and extra attention to maintain proper behavior on the bus.
4. At times it may be necessary to physically restrain a pupil who is engaged in inappropriate behavior that potentially endangers the safety of that student or others.

Terms of employment – 10 months

Evaluation – Performance of this job will be evaluated with statute, board policy and contract agreement.

**APPROVED BY CSA:** 11 October 2006  
30 September 2008