



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **AIDE - TRANSPORTATION**

QUALIFICATIONS:

1. High School Diploma or GED.
2. Should have past experience working with handicapped children and the ability to work with special needs students.
3. Should have an understanding of student behaviors and their conditions and how to deal with their needs.
4. Must have the ability to maintain a positive environment on the school vehicle. Must have the ability to maintain passenger discipline to ensure the safety and wellbeing of the students.
5. Must have the ability to operate a wheelchair lift to load and unload both manual and automated wheelchairs containing students with a total weight of approximately 200 pounds combined, in and out of the vehicle and push the wheelchair to and from the school building or home.
6. Must be able to secure the wheelchairs into the restraints equipped on the vehicles using the appropriate securement tie-down system.
7. Must have the ability to lift of forty (40) pound student and place them into and out of a child seat. Must have the ability to install and remove child safety seats according to guidelines.
8. Must have the ability to move a one hundred (100) pound weight 40 feet, simulating dragging a child to safety in the event of an emergency.
9. Must have the physical ability to exit the emergency door safely and sit for extended periods of time.

10. Must be clean and neat in appearance at all times.
11. Strong interpersonal and communications skills.
12. Must have ability to speak, read and write in English.
13. Required criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO: The assistant to the transportation administrator and the transportation administrator.

JOB GOAL: To provide safe transportation for students to and from school.

PERFORMANCE RESPONSIBILITIES:

1. Shall comply with and enforce all rules and regulations of the NJ State Department of Education and of the Jackson Township BOE.
2. Shall perform all duties in accordance with the negotiated agreement between the Board of Education and the union in the most efficient manner possible and cooperate with the transportation staff, school administrators, co-workers and parents in the interest of the school district.
3. Check employee mailbox and bulletin board daily for any office communication and announcement before each AM, mid day and PM run.
4. Perform a thorough pre trip inspection of the school bus wheelchair equipment, wheelchair lift, wheelchair tie down restraints and child seats prior to each run.
6. Assist the students and driver in all of their needs in order to provide for safe transportation. This includes but is not limited to assisting students on and off the vehicle, as well as securing seat belts, child seats, wheelchairs and walkers and any trays, tanks or accessories that may be required to be transported. Watch and protect the students well being on the vehicle. Attend to their physical needs while on the school vehicle.

7. Will assist in all aspects of the students daily program, this may include maintaining daily records of student behavior or physical or mental conditions while the student is on the vehicle when directed by school or district administration.
8. Perform any other task assigned by the transportation staff or administration consistent with this job description.

TERMS OF

EMPLOYMENT: Ten (10) month employee. Salary to be determined by the current contract.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board Agenda

DATE: 3/27/12

REVISED: _____