



Board Policy Manual



Policy GFBEB: Job Description: Bus Aide

Status: ADOPTED

Original Adopted Date: 09/19/2005 | Last Revised Date: 12/15/2025 | Last Reviewed Date: 12/15/2025

Job Description: Bus Aide

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Possess physical strength necessary to perform duties.
3. Such additional requirements as the Board may require.

REPORTS TO: Transportation Supervisor at the Attendance Center.

JOB GOAL: To assist in providing safe transportation for pupils of the school district.

DUTIES AND RESPONSIBILITIES:

1. Assists the bus driver in maintaining good student conduct on the bus.
2. Assists in loading and unloading passengers and special equipment.
3. Assures that students get on and off the bus in an orderly fashion.
4. Carry out such other duties and responsibilities as may be assigned.
5. Ability to lift/carry 30-40 lbs.
6. Ability to push/pull 50-70 lbs for wheelchair and/or equipment.

Terms of Employment: 180 days

Sick Leave:

At the beginning of each school year, all full-time bus aides shall be credited with five (5) sick leave days. Of these days, two (2) may be used annually as personal days. Such personal leave shall not be taken on the first day of a school term, the last day of a school term, on the day previous to a holiday, or the day after a holiday.

Any unused portions of the above listed sick leave days shall be carried over to the next school year and credited to such non-certified staff, as long as the staff member is employed by the school district.

