

**Job Title:** Certified Bus Aide                      **Wage/Hour Status:** Nonexempt  
**Reports to:** Transportation Supervisor    **Pay Grade:** MT/PG2 (Mid \$14.25 – Max \$20.52)  
**Dept. /School:** Transportation                      **Date Revised:** May 2016  
Superintendent’s Signature: \_\_\_\_\_

**Primary Purpose:**

Assists in the safe and pleasant transportation of students with disabilities who qualify for transportation services. Ride on school buses and other district vehicles to provide student support and assists with student loading and off-loading. Drive assigned non-school bus vehicles in support of transporting students or other driving duties.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED.  
Must have and maintain a Texas School Bus Driver Certification.  
Must pass Drug and Alcohol testing.  
Must pass background screening.  
Must have and maintain a current Texas Driver’s license.

**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 with disabilities.

**Experience:**

Previous experience working with children preferred

**GENERAL RESPONSIBILITIES AND EXPECTATIONS**

1. Exhibits a positive attitude and serves as a positive role model for students and the community.
2. Works cooperatively and effectively with others. Maintains self-control and uses common sense.
3. Reports to work on time and is absent only with good cause.
4. Exhibits good judgment and shows initiative in decision making and problem solving.
5. Complies with Federal and State laws and local policies/procedures.
6. Responds positively to supervision, suggestions and/ or directives. Uses evaluative feedback for improvement of performance.

7. Participates actively in personal and/ or professional growth and development.
8. Disseminates and shares ideas and information with others.
9. Uses knowledge gained for improvement of performance.
10. Demonstrates fiscal responsibility and acts in an ethical and honest manner.
11. Effectively communicates with colleagues, students, and parents.

### **Major Responsibilities and Duties:**

#### **Student Management**

1. Lift and carry students with disabilities on/off the bus according to their individual needs.
2. Assist students as they board and leave bus and supervise students as they cross streets.
3. Take children into building and help them find their way according to their needs.
4. Learn/adapt to each student's medical, physical, communicative, and emotional needs.
5. Manage student behavior and report discipline problems to the transportation supervisor.
6. Communicate with teachers, parents, and school administration as needed regarding student behavior while in transit.

#### **Routes and Schedules**

7. Become familiar with all routes to and from school campus to be of assistance to driver.
8. Maintain an updated route schedule.
9. Maintain a student seating chart and records of students being transported for all routes.
10. Drive a regular vehicle in support of transportation scheduled needs. Document vehicle operation to include vehicle records and time reporting.

#### **Safety**

11. Assures that no child is ever left unsupervised on a bus or in a vehicle.
12. Follow and ensure mandated child restraint device procedures, ensuring children are properly positioned and restrained (babies fastened in car seats, and seat belts for older children).
13. Receive wheelchair bound student riders from chair lift and ensure that the wheelchair is securely locked in hold-down position on the bus.

14. Release wheelchair from hold-down position, place wheelchair rider in chair lift, placing wheel in locked position before lift is operated.
15. Follow emergency procedures and help driver administer first aid, if necessary.
16. Operate equipment according to established safety procedures.
17. Follow established procedures and techniques to perform job duties including lifting, assisting students, etc.
18. Observe all vehicle road rules and safe driving practices.

**Other**

19. Become familiar with and follow procedures established by transportation and special education offices.
20. Adhere to policies and procedures in the Lackland ISD Transportation Department Handbook.
21. Help driver keep buses and vehicles clean.
22. Work irregular hours as needed.
23. Perform other duties as assigned.

**Supervisory Responsibilities:** None

**Equipment Used:**

Wheelchair lift, ramp, lock, special needs adaptive equipment, and vehicle operation.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent walking, stooping, bending, kneeling, pushing and pulling; moderate to heavy lifting and carrying. Work outside and inside; work around vehicles and machinery with moving parts; moderate exposure to extreme temperatures and vehicle fumes. Risk of exposure to blood, body fluids, or tissue. Risk involved in travel on main highways and side streets during transportation of children.

**Employment:** As scheduled based on school days and student transportation needs; salary schedule as recommended by the Superintendent and approved by the Board.

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

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**Employee Signature**

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**Date**

