



## **JOB DESCRIPTION**

### **SCHOOL BUS AIDE**

#### **JOB SUMMARY:**

To assist the bus driver in providing special needs students with safe and efficient transportation to and from their specific school of instruction.

#### **SUPERVISORY RESPONSIBILITIES:**

- None

#### **REPORTS TO:**

- Director of Transportation

#### **QUALIFICATION:**

1. High School diploma or equivalent
2. Must be 21 years of age
3. Must pass state and federal background checks
4. Must pass annual Fit for Duty physical

#### **GENERAL DUTIES:**

1. To be up-to-date and knowledgeable about all facets of pupil transportation
2. Including laws, regulations and approved procedures of students with disabilities.
3. Assist with keeping bus clean
4. Keep assigned schedule
5. Assist with bus cleanliness, seatbelt storage, and brown folder documentation.
6. Enforce and follow all department policies.
7. Immediately report to supervisor and document any incidents that occur during transportation
8. Will attend all required meetings and workshops.
9. To assist the school bus driver in ensuring that each student is properly secured
10. Using the proper student restraint for the assigned student.
11. To assist the bus driver in maintaining discipline on the bus.
12. To assist in the loading and unloading of students.
13. Assist in student evacuation during an emergency
14. To be aware of and tolerant of the special needs of each student.

## **TERMS OF EMPLOYMENT:**

- This is a 9 ½ month position
- Salaries, benefits and work year are established by the Board of Education

## **EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service personnel.

## **WARREN TOWNSHIP HIGH SCHOOL IS AN EQUAL-OPPORTUNITY EMPLOYER**

*Per Board Policy 5:10, the District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.*