

**Boardman Local Schools  
Classified Job Description**

**Bus Aide**

**Reports to:** Supervisor of Transportation

**Evaluated by:** Supervisor of Transportation

**Employment Status:** 187 Days - 4 hrs.

**FLSA Status:** Non-Exempt

**Description:** The Special Education School Bus Aide is responsible for the safety of all special education students inside and outside the school bus to both school and extra-curricular events.

**Note:** The following lists are not ranked in order of importance.

**A. Qualifications:**

1. High School diploma or general education degree
2. Physical capability of safely and appropriately lifting and managing preschool and special needs children when necessary
3. Ability to cope with stressful situations as related to preschool and special needs children
4. Possessing or upgrading skills through formal and/or in-service training related to transportation of preschool and special needs children
5. The ability to test negatively on any administered drug test
6. Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
7. All non-licensed school employees must submit fingerprints for both the BCI and FBI background checks. The checks for non-licensed employees must be redone every five years. All employees must have a TB test

**B. Core Functions:**

1. Ensure safety of students
2. Promote good safety practices and procedures
3. Use sick, personal, vacation, and professional leaves in accordance with school policy
4. Exhibit consistency in daily work attendance and conforming to work hours (attendance)
5. Exhibit interest and enthusiasm toward work including a willingness to accept suggestions and written rules, and loyalty to the school system (positive attitude)
6. Ability to work harmoniously and cooperatively with others as a team member and follow the appropriate chain of command
7. Exhibit promptness and diligence in the performance of all work related duties
8. Exhibit proper use, care and custody of Board owned equipment, supplies and facilities.

**C. Essential Functions:**

1. Assist the school bus driver maintain positive control over the students transported on the school bus
2. Observe mandatory safety regulations for school buses
3. Report student conduct violations to the proper authorities as prescribed
4. Notify the supervisor in case of illness so as to permit time to secure a substitute school bus aide
5. Promote good public relations by personal appearance, attitude, conversation, and the clean/orderly appearance of the school bus
6. Maintain respect at all times for confidential information, e.g., student medical records, etc.
7. Make contacts with the public with tact and diplomacy
8. Interact in a positive manner with staff, students and parents
9. Attend meetings and in-services as required promoting upgraded skills
10. Serve as a role model for students in how to conduct themselves as citizens
11. Assist the school bus driver in conducting all school bus evacuations

**D. Other Duties and Responsibilities:**

1. Report all accidents and complete required reports
2. Enforce applicable Board policies
3. Must be available in the event of emergency dismissal
4. Respond to routine questions and requests in an appropriate manner
5. Perform other duties as assigned by the Supervisor of Transportation

**E. Required Knowledge, Skills, and Abilities:**

1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing
3. Effective, active listening skills
4. Organizational and problem solving skills
5. Basic first aid and CPR certification
6. Ability to have full control with bus discipline at all times
7. Ability to read and understand verbal and written instructions, written warnings and labels
8. Ability to be patient and understanding

**F. Equipment Operated:**

1. Fire Extinguisher
2. Safety equipment on bus
3. Body fluid kit
4. First aid kit
5. Electronic/hydraulic wheelchair lift
6. Wheelchairs, child car and booster seat mechanisms, child restraint (harness), wheelchair lock downs
7. UHF 2-Way radio

**G. Additional Working Conditions:**

1. Frequent exposure to blood, bodily fluids and tissue
2. Frequent interaction among unruly children
3. Occasional extensive sitting, up to two hours at a time
4. Frequent requirement to stand, walk, sit, climb, balance, stoop, kneel, crouch, read, hear, and see (occasional color vision required)
5. Occasional requirement to lift students up to 90 pounds or push and pull wheelchair bound students, up to 500 pounds
6. Frequent exposure to high levels of noise e.g., bus engines
7. Occasional requirement to have an extended work day

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I have met with and reviewed the above job description with the employee.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

Adoption date: