



## Transportation Bus Aide

### Job Description

**Reports to:** Director of Transportation

**Location:** Transportation Service Center

**Evaluated by:** Director of Transportation

**Evaluation Period:** Annual

### **Purpose of the Position:**

The bus aide is responsible for helping to ensure the safety of the students on the bus.

### **Responsibilities and Duties:**

- Assists the driver when requested or required.
- Assists students requiring help getting on and off the bus.
- Assists students using wheelchairs by operating the lift from outside the bus.
- Constantly monitors students' well-being and behavior during route.
- Responds appropriately to students' needs during route and notifies the driver if an emergency exists.
- Stores and secures all student equipment that is to be transported.
- Secures student seatbelts, harnesses and/or car seat restraints. For students able to belt themselves in, double checks for student safety and well-being.
- Provides First Aid only as trained and required by the situation.
- Assists the driver when backing up of the bus is necessary.
- Sits where needed on the bus, but not behind the driver unless the bus is empty.
- Is familiar with the route in order to assist a substitute or new driver.
- When taking a student home, if it appears that nobody is at home to receive the student, the aide and not the driver should go to the door of the house.
- Assists in emergency evacuation of the bus, if warranted. Actively participates in evacuation practice drills.
- Exhibits appropriate role modeling at all times through language, dress, hygiene, and expressing appropriate attitude.
- Assumes other duties as assigned by the driver or supervisor.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience:**

High school diploma or general education degree; two years of related experience and/or training.

### **Language Skills:**

Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to communicate effectively with students, parents and staff.

### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Terms of Employment:**

180 days

Wage Rate: Starting at \$15.00

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.