



<b>TITLE:</b>	<b>Bus Aide</b>	<b>STATUS:</b>	<b>Non-Exempt (At-Will)</b>
<b>REPORTS TO:</b>	<b>Area Coordinator</b>	<b>TERMS:</b>	<b>173 Days</b>
<b>DEPARTMENT:</b>	<b>Transportation Services</b>	<b>PAY GRADE:</b>	<b>AX1</b>

**PRIMARY PURPOSE:**

Rides on bus and helps driver ensure safe and orderly transportation of students with disabilities and/or behavioral concerns.

**QUALIFICATIONS:**

**Special Knowledge/Skills:**

Ability to read and understand operating instructions

Ability to lift and transport 70 pounds over a distance of 10 feet without assistance

**Experience:**

None

**WORKING CONDITIONS:**

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent sitting, walking, bending, kneeling, pushing and pulling; moderate lifting and carrying up to 100 lbs. Work outside and inside with moderate exposure to extreme temperatures and vehicle fumes; work around vehicles and machinery with moving parts. Ability to egress from bus and supervise student evacuation from bus in a timely manner during emergency situations.

**Essential Functions:**

1. Assist bus driver to perform appropriate safety and maintenance checks, ensuring bus is clean and graffiti-free.
2. Maintain discipline when passengers are on the bus. Refer undisciplined students to the proper authority.
3. Successfully interact with district employees, parents, students, and district patrons. Establish and maintain public relation efforts designed to enhance the image of the position.
4. Become familiar with all routes to and from school campus to be of assistance to driver.
5. Thorough knowledge and use of special needs equipment.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

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Printed Name

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Date