

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Bus Aide

REPORTS TO: Transportation Supervisor

QUALIFICATIONS: Ability to read, write and perform assigned duties.
Minimum experience as determined by the Board
Knowledge of bus passenger safety and effective discipline procedures
Required criminal history background check and proof of U.S.
citizenship or legal resident alien status

PERFORMANCE RESPONSIBILITIES:

1. Greets and assists all students while getting on and off the bus.
2. Assists all students with required seatbelts, car seats and booster seats as necessary.
3. Assists the bus driver in maintaining student conduct on the bus.
4. Reports all bus conduct violations, in writing, to the transportation supervisor immediately so that the building principal can be notified.
5. Provides instruction to students regarding passenger safety and ensures that all students wear their seat belts.
6. Is trained and able to assist the driver with loading and unloading a handicapped student into a wheelchair accessible vehicle.
7. Participates in all emergency evacuation drills as directed in accordance with board policy, instructs passengers regarding safety regulations and other bus rules and enforces such rules.
8. Is trained and able to carry out all procedures in the case of an accident or emergency.
9. Assists the driver with cleaning duties on the vehicle in between routes.

10. Collects all personal items left on the bus by students and turns them into the transportation office.
11. Pursuant to NJSA 18A:39-28 shall visually inspect the interior of the vehicle at the end of each route to determine no student has been left on the bus.
12. Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer epinephrine via a pre-filled auto-injector mechanism.
13. Trained and certified pursuant to NJSA 18A:40-12.34-12.38 and Paul's Law with regard to epilepsy and seizure disorders and the inclusion of epilepsy and seizure disorders in individualized health care plans for students.
14. Attend all mandatory meetings and training sessions as scheduled by the department.
15. Follows and adheres to all standard operating procedures developed and implemented by the transportation supervisor. Submits all necessary paperwork in a timely manner.
16. Performs any such other duties as assigned.

Adopted: 11/7/00

Approved: 5/12/09

Revised: 10/29/24

JD/Transportation

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:25-2 Authority over pupils N.J.A.C. 6:11-4.6 Paraprofessional approval
N.J.A.C. 6:21-11.3(b) Emergency exit drills from school buses
N.J.A.C. 6:28-3.8(a)5 Transportation of special education students
N.J.A.C. 6:29-7.4 Requirements of physical examination