



# Allen Park Public Schools

Updated: 6/8/2020

## Maintenance and Transportation Services

17411 Champaign, Allen Park, MI 48101

Patrick Ward, Director of Operations

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Ashley Bolish, Operations Assistant

### Ap Bus Aide Job Description

**Reports To:** 17411 Champaign, Allen Park MI 48101

**Job Overview:** Observing safety and traffic rules, and maintaining order among students while they are on the bus. The school Bus aide also serves as a role model for students by displaying a professional, courteous, and helpful nature.

#### Responsibilities and Duties:

- Attentive to traffic and weather conditions and ensuring passenger safety
- Assist with driver directions and following scheduled bus routes to ensure pickup and drop off times are consistent
- Assist with the loading and unloading of students when required.
- Monitoring student behavior and following safety rules on the bus.
- Any other duties as assigned by the Director or Transportation office.
- Ability to lift up to 50 pounds, Able to bend, kneel, sit and transfer of students may be required.
- Record Bus attendance and monitor students safety

#### Qualifications:

- Works well with children, patient, polite and able to assist students with special needs
- Knowledge on wheelchair lift use, seatbelts, harness and helmets
- Employees are required to use proper Protective Equipment (PPE) such safety equipment as is appropriate to the work to prevent injury to self or others.
- Ability to communicate in person, by radio, electronically and over the phone.
- Working Knowledge of first aid procedures
- Mandatory yearly Osha Training is Required. It may be expected that the individual could be exposed to chemical, blood, body fluids or other potentially infectious materials or illnesses during the course of their duties.