



# Secaucus Public Schools

685 Fifth Street • Secaucus, New Jersey 07094

Website: [www.sboe.org](http://www.sboe.org)

Phone: (201) 974-2000

## School Transportation Aide

The Secaucus Board of Education invites qualified and interested individuals to apply for the position of **School Transportation Aide.**

### **QUALIFICATIONS AND REQUIREMENTS**

- Ability read, write, and understand English sufficiently to perform the duties of this position.
- Ability to follow written and oral instructions, to get along with and maintain order on bus; and to provide care for special needs students
- Must complete and pass the criminal history background check.

### **BASIC FUNCTIONS AND RESPONSIBILITIES**

- Assists children into and out of vehicle lifting orthopedic cases and guarding them against pain and injury, assist children into seats, makes reports to school nurse, checks vehicle for operating safety; prepares simple reports.
- When not acting as a Bus Attendant, they will assist the driver in maintaining the cleanliness of the vehicle they are assigned to, which will include, but not be limited to, the sweeping and mopping of the floor, keeping the seats clean, assisting in repairing of any ripped cut or torn seat covers, cleaning and washing all windows, inside and out.
- Responsible for carrying out all other assignments as assigned by Transportation Supervisor

### **REPORTS TO: Transportation Supervisor**

### **SALARY & EMPLOYMENT PERIOD**

Compensation: \$105 based on 6 hours per day  
Maximum of 29 hours per week.

### **HOW TO APPLY**

The Secaucus Board of Education only accepts electronic applications.

Please apply online at [www.sboe.org](http://www.sboe.org).

**THE SECAUCUS BOARD OF EDUCATION IS AN  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**