

Frenchtown School District

BUS AIDE

JOB GOAL: To achieve ridership responsibility and aide the bus driver in discipline

QUALIFICATIONS:

1. High School Diploma or GED preferred
2. Supervisory skills
3. Ability to read technical documents
4. Ability to report, log, and file
5. Ability to communicate effectively orally and in writing
6. Demonstrating exceptional interpersonal skills
7. Ability to problem solve
8. Ability to work cooperatively and effectively with administration, staff, students and public
9. Ability to demonstrate flexibility in the workplace
10. Ability to plan
11. Ability to lift a minimum of 50 pounds on a regular basis
12. Ability to work continually standing, bending, or walking in accordance with OSHA, FLSA, and ADA standards
13. Any other requirements as directed by the administration and School District Policy

PERFORMANCE RESPONSIBILITIES:

1. Minimum of 10 hours weekly per route segment (AM/PM)
2. Enforce bus rules in a kind but firm manner
3. Help substitute bus driver identify route stops
4. Help driver watch bus video to identify and resolve problems
5. Help Bus Driver with seating chart and name tags