

**Bus Aide
Job Description**

Purpose: The Bus Aide assists in providing safe transportation to help students enjoy the complete educational program of the school district. To accomplish these tasks, the Bus Aide works closely with the staff and administration of the district.

Responsible to: Director of Transportation

Payment rate: Salary based on Transportation Pay Schedule

Qualifications:

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Desire to continue career improvement by enhanced skills and job performance.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting.
2. Requires physical exertion to manually move, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, bending, turning, reaching, climbing and balancing.
4. Extensive travel required.
5. Must work indoors and outdoors during the school year.
6. Must work in noisy and crowded environments, with numerous interruptions.
7. Must work in and around dust, fumes, and odors.

All Employees are expected to:

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

Responsibilities:

1. Assist in providing safe transportation to help students enjoy the complete educational program of the school district.
2. Assist bus drivers in supervising students.
3. Maintain effective student discipline.
4. Ensure students board and depart the bus orderly.
5. Assist young or disabled students in boarding and departing the bus.
6. Care for the needs of disabled students.
7. Assist bus drivers and classroom teachers in resolving problems with students.
8. Keep current on new information, innovative ideas and techniques.
9. Respond to information requests in a cooperative, courteous and timely manner.
10. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. Perform such other duties as assigned from time to time.

Term of Employment: At will.

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

Approved: _____ **Date:** _____
Board President

Reviewed and agreed to by: _____ **Date:** _____
Employee