

Casey-Westfield School District C-4 Job Description

JOB TITLE:	Bus Aide
DEPARTMENT:	Educational Support Staff
LOCATION:	School Bus/School Buildings
REPORTS TO:	Bus Driver/Superintendent
EVALUATION:	Evaluation will be conducted by the Superintendent
EMPLOYMENT:	One hundred seventy-three (173) pupil attendance days plus eleven (11) holidays for a total of one hundred eighty-four (184) days. Six (6) hours per day.
VACATION:	None
APPROVED:	March 4, 2015

SUMMARY: To provide assistance for and supervision of children during loading, unloading and riding the school bus. This person must supervise children to insure a positive safe environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

1. Supervises and assists students as they load, unload, and ride the bus to and from school.
2. Assists the bus driver in maintaining good student conduct on the bus. Encourages peaceful resolution of conflicts.
3. Directs movement of groups in a safe and organized manner.
4. Safely operates lift equipment as necessary.
5. Ensures that students are properly seated and secured as required for each individual's needs. Assists students in and out of seats as needed.
6. Monitors each student for comfort and safety throughout the trip, paying extra attention to students who are medically fragile.
7. Reports any concerns, misconduct and/or accidents to the Bus Driver.
8. Observes and corrects safety hazards of equipment and children on the bus.
9. Learns the run and assists substitute drivers with directions.
10. Assists with keeping the interior of the bus clean.
11. Maintains knowledge of first-aid procedures.
12. Attends required safety training and annual in-service training as required.
13. May be required to perform other duties as assigned by administration.

SUPERVISORY RESPONSIBILITIES:

The employee supervises students during loading, unloading, and the bus trip and is directly responsible for their safety and well-being.

QUALIFICATIONS

1. High School Diploma or equivalent required.
2. Ability to understand and follow basic oral and written instructions.
3. Enforce school regulations and policies in a professional manner.
4. Ability to maintain good working relationships with fellow employees and pupils.
5. Must be able to lift and carry up to 50 lbs.
6. Requires employee to have the ability to push/pull students in wheelchairs.
7. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

SCHEDULING

The work hours for this position vary by assigned route. The schedule is subject to change with district demands. Overtime is required when requested.