

SCHOOL BUS AIDE

JD LOCATOR: 5.02.3

Adopted: _____

Revised: 6/01, 8/03, 6/04, 12/08

REPORTS TO:	Director of Transportation
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff. Additional evaluations may be submitted at the discretion of the Assistant Superintendent for Human Resources.

JOB SUMMARY

Works closely with special needs students in providing safe and efficient transportation. Regularly provides students with physical assistance and emotional support so they may benefit from the district's special education program.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Establishes, as fully as possible, a supportive and sympathetic relationship with students being transported without fostering or encouraging intense emotional involvement.
2. Teaches and assists students with loading and unloading the bus properly and the proper safe conduct while riding.
3. Teaches and assists students with such physical needs as seating, buckling seat belts, and use of other specific safety equipment.
4. Teaches and assists students with such physical tasks as putting on and taking off outerwear and other functional life skills.
5. Teaches and assists students with hygiene tasks such as wiping noses, excess salivation, and other health care needs as required.
6. Operates, cares for, and cleans areas and equipment used in the transportation of students. Uses proper technique for cleaning and disposing of human fluids. Helps keep assigned bus clean. Sweep and empty trash daily.
7. Teaches, assists, and encourages students to appropriately interact with other students and school personnel.
8. Relays messages and information between parents, teachers, and staff. Communicate perceived student problems and student involvement with teachers and staff. Follow oral and written instructions of teachers, school staff, and the parents or the responsible caregiver of the child.
9. Assists professional staff in the analysis of skill development and related tasks of the student's individual development planned by the school professional staff.
10. Follows district policies, rules and regulations, and observe all mandatory safety regulations for school buses. Supervises children during emergency drills.
11. Serves as the chief source of information and help to any substitute driver, teacher, and staff member.
12. Maintains a high level of ethical behavior and confidentiality of information about students as is expected to fully licensed professional staff.
13. Participates in in-service training programs as assigned.
14. Regular and dependable level of attendance is an essential function for this position.

SUPERVISORY RESPONSIBILITIES

Assists with monitoring approximately ten to 25 students per bus route.

QUALIFICATION REQUIREMENTS: *The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.*

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Previous experience working with or supervising children desired.
3. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
4. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write reports and correspondence consistent with the duties of this position.
3. Ability to speak clearly and effectively over a radio communications system, before groups of students and sponsors, and before groups of customers or employees of the organization.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and in a fast-paced, high pressure environment.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
5. Ability to work independently with minimum supervision.
6. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Ability to operate wheelchair lifts, ramps, and securement locks. Continual sitting, reaching, and repetitive hand and arm motions. While performing the duties of this job, the employee is required to talk and hear; stand; use hands to finger, handle, or feel; and reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing and pulling. Moderate lifting and/or carrying up to 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to outside weather conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually moderate to loud.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature

Date

Supervisor's Signature

Date