



## **BUS AIDE**

### **Qualifications:**

1. Possess High School Diploma
2. Demonstrate good human relations skills
3. Demonstrate an aptitude and competence for assigned responsibilities
4. Physical ability to assist students
5. Such other alternatives to the above qualifications that the Board may find appropriate and acceptable.

**Reports to:** Building Principals, Transportation Coordinator, and School Business Administrator/Board Secretary

**Job Goal:** To assist the bus driver in providing safe and efficient transportation for all students

### **Duties and Responsibilities:**

1. Supervise and assist students while loading and unloading bus and during the trip to and from school
2. Securing students in seat belts and booster seats
3. Assist the bus driver in maintaining good student conduct on the bus
4. Provide written records of violations of the student conduct code to the appropriate administrator
5. Insure the cleanliness of the bus (remove trash, sweep floors, and clean windows)
6. Assist the bus driver with the daily bus inspection
7. Complete the daily student attendance report
8. Be familiar with the routes to assist a substitute when necessary
9. Conduct a complete inspection of the bus after all drop-offs are completed to check for students (separate inspections from bus driver inspections)
10. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

**Terms of Employment:** As per agreement with the Board of Education

**Salary:** Based on the Board-approved rate.

**Evaluation:** Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Adopted:** December 12, 1994  
**Amended:** March 13, 1995  
**Amended:** August 13, 2001  
**Amended:** December 8, 2003  
**Amended:** June 17, 2014  
**Amended:** October 16, 2018