

# PIKE ROAD SCHOOLS

## BUS AIDE

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Training and experience in working with handicapped or exceptional children.
- (3) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of techniques and procedures used in working with handicapped students. Ability to relate and communicate effectively with handicapped children. Ability to learn school bus rules and regulations and safety procedures. Ability to secure students in a safe riding position and to reposition physically handicapped students as needed. Ability to learn unusual health conditions or required health related interventions for students riding the bus. Ability to relate and communicate effectively with bus driver, parents and school personnel. Ability to learn First Aid and CPR. Ability to follow directions and work as a team.

#### REPORTS TO:

Transportation Coordinator

#### JOB GOAL

To assist the bus driver in transporting exceptional students or students with handicaps in a safe, efficient and timely manner.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assist with safe loading and unloading of students.
- \* (2) Enforce safety rules for students.
- \* (3) Monitor student behavior.
- \* (4) Administer to the individual needs of the students as required.
- \* (5) Escort student to class or office if needed.
- \* (6) Assist driver with keeping bus clean and with keeping needed supplies on the bus.
- \* (7) Be familiar, if assigned to special education students, with each student's exceptionality.
- \* (8) Be familiar, if assigned to special education students, with each student's physical needs.
- \* (9) Assist, if assigned to special education students, with door-to-door loading and unloading, if needed.
- \* (10) Ensure that students are secured (seatbelts, special seats, wheelchairs and other) and monitor structures and/or equipment to assure safety.
- \* (11) Learn evacuation procedures and assist students and driver as necessary.
- \* (12) Interact appropriately with students.
- \* (13) Follow all policies and laws governing transportation.
- \* (14) Maintain familiarity with bus route to which assigned.
- \* (15) Communicate effectively with the bus driver, supervisor, students, parents and school staff using tact and good judgment.

## BUS AIDE (Continued)

- \*(16) Follow attendance, punctuality and proper dress rules.
- \*(17) Ensure adherence to good safety standards.
- \*(18) Maintain confidentiality regarding school/workplace matters.
- \*(19) Model and maintain high ethical standards.
- \*(20) Demonstrate initiative in the performance of assigned responsibilities.
- \*(21) Maintain expertise in assigned area to fulfill project goals and objectives.
- \*(22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(23) Keep supervisor informed of potential problems or unusual events.
- \*(24) Respond to inquiries and concerns in a timely manner.
- \*(25) Serve on school/system committees as required or appropriate.
- \*(26) Exhibit interpersonal skills to work as an effective team member.
- \*(27) Demonstrate support for the school system and its goals and priorities.
- \*(28) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(29) Prepare all required reports and maintain all appropriate records.
- \*(30) Participate in cross-training activities as required.
- (31) Perform other tasks consistent with the goals and objectives of this position.

### PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the system.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities