

Bus Aide Job Description

Purpose: The bus aide assists the bus driver to provide clean, safe, and reliable transportation for students. To accomplish these tasks, the bus aide must work closely with the bus driver, staff, and administration of USD 202.

Responsible to: Supervisor of Transportation

Payment rate: According to Classified Salary Schedule

Qualifications:

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Human Resources Office (after employment offer is made).
3. Desire to continue career improvement by enhancing skills and job performance.
4. At least one-year experience in driving some type of motor vehicle (which may be a private automobile).

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Assist in providing clean, safe, orderly, and reliable transportation to and from school and activities.
- b. Abide by all state school transportation regulations and guidelines for schools.
- c. Communicate effectively with all members of the school district and community to solve transportation-related problems.
- d. React to change productively and handle other tasks as assigned.
- e. Appropriately operate all equipment as required.
- f. Support the philosophy and mission of USD 202.
- g. Comply with all policies, rules, and regulations at the federal and district levels.

2. Physical Requirements/Environmental Conditions:

- a. Sit and/or stand for prolonged periods.
- b. Manually move, lift, carry, pull, or push heavy objects or materials.
- c. Stoop, kneel, crawl, bend, turn, reach, climb and balance.
- f. Occasionally travel long distances and overnight travel.
- g. Requires agility necessary to quickly and safely exit the seat and rear emergency door.
- h. Must be able to work indoors and outdoors year-round.
- i. Must be able to work in noisy, crowded, stressful environments.

- j. Must be able to work in and around dust, fumes, and odors.
- k. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Assist bus drivers in supervising students.
2. Assist bus drivers with following assigned routes and schedules.
3. Maintain effective student discipline.
4. Maintain student discipline and follow student discipline measures as outlined by the district and Transportation Supervisor.
5. Ensure ALL students board and depart the bus orderly.
6. Ensure students are only discharged at authorized stops.
7. Assist preschool or disabled students in boarding and departing the bus.
8. Care for the needs of disabled students.
9. Assist bus drivers and classroom teachers in resolving problems with students.
10. Observe and follow all district policies during all activities.
11. Keep current on new information, innovative ideas, and techniques.
12. Maintain bus in clean condition that is free from distractions and inform the Transportation Supervisor whenever a bus is received in unsatisfactory condition.
13. Keep records and student, family, employee information confidential.
14. Report any concerns of abuse, neglect, or a child in need of care to your direct supervisor or Division of Children and Families.
15. Respond to information requests in a cooperative, courteous, and timely manner.
16. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
17. Perform other duties and assume other responsibilities as assigned by the Transportation Supervisor or other Administrative Staff which are consistent with the general requirements and essential functions of the position.

Term of Employment: Academic year as calendared.

Evaluation: Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

Approved:
?/?/22