

Jurisdiction: School Districts
Jurisdictional Class: Non-competitive
Adopted: 7/19/2012
Amended: 9/10/2013

BUS AIDE

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the supervision and care of students during bus transport. Specifically, the incumbent attends to the needs of disabled students and monitors student behavior while on the school bus. The work is performed under direct supervision of the Transportation Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists students in boarding and disembarking the school bus;
Secures students who use mobility devices or seating accommodations to ensure safe transport;
Monitors students' behavior during transport;
Communicates with school staff, teachers, administrators, teacher aides/assistants and others on the students' behavior on the bus;
Assists substitute bus drivers with the routing of the bus.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good general intelligence;
Ability to establish good relationships with children;
Ability to follow written and verbal instructions;
Good communication skills, both oral and written;
Ability to maintain discipline;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.