



MINOOKA

COMMUNITY HIGH SCHOOL

*Mission: Strengthen **M**astery, **C**ollaboration, **H**igh Expectations, and **S**uccess for All Students.*

Bus Aide

Job Summary

Under the general supervision of the Director of Transportation, a bus aide has the primary responsibility of ensuring the health, safety, and welfare of the children during bus transportation to and from school as well as any assigned trips.

Job Responsibilities:

- To assist the bus driver with maintaining safe and comfortable transportation for assigned students to and from designated stops
- Monitors students and maintains order on the bus
- Obey all traffic laws and transportation policies
- Maintains order and proper discipline of students passengers
- Performs periodic safety checks and drills as required by law
- Maintains cleanliness of the vehicle to ensure operating condition
- Attenda various meetings regarding safety and completes assigned GCN trainings
- Moves about the bus to attend to student needs
- Assists the driver with following the regulations for school bus safety
- Assists the bus driver and school personnel with loading/unloading students at the bus stop/school grounds
- Enforces safety rules and provides firm direction to students
- Report misconduct of students to appropriate administrator
- Ensure all students are secured and when appropriate, secure restraining devices, i.e., seatbelts, harnesses, etc.
- When transporting wheelchairs, work with the bus driver as a team to property fasten wheelchair hookups
- Other tasks as assigned by the Director of Transportation

Job Skills/Requirements

- High School Diploma or GED equivalent
- Able to provide excellent service and professionalism
- Must be a team player, dependable, and reliable.
- Attention to detail and conscientiousness.
- Employees must be able to work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.



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- Must complete fingerprints, background check, faith's law paperwork, and physical to begin work.
- Frequent walking, stooping, bending, kneeling, pushing and pulling. Ability to exert force between twenty and fifty pounds on occasion.