

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS
Job Description

JOB TITLE: Bus Aide/Attendant

QUALIFICATIONS:

1. A high school diploma is required.
2. The ability to work well with people.
3. Ability to handle confidential matters in an ethical manner.
4. Must have considerable knowledge of all safety precautions necessary in dealing with children.
5. Must have the ability to follow written and/or oral instructions.
6. Must be in good health and able to perform required duties.
7. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status of current non-employees.

REPORTS TO: Director of Transportation, School Vehicle Driver

JOB GOAL: Assist students in mounting and dismounting school vehicles while ensuring the safety requirements are met.

PERFORMANCE RESPONSIBILITIES AND DUTIES:

1. Ensure the safe and orderly conduct of students on the bus at all times.
2. Assist students when entering and exiting the bus
3. Provide instruction to students regarding proper safety; ensure seat belts are worn
4. Assist with student's wheelchair on the bus, if applicable
5. Participate in scheduled emergency bus evacuation drills
6. Ensure all students exit the bus upon arrival at destination
7. Assist bus driver and students in the event of a bus accident
8. Collect personal items left on bus and return them to school secretary
9. Maintain a positive image of the district through professional appearance, communication and attitude.
10. Performs other duties that may be within the scope of his/her employment as may be assigned by the Superintendent or designee under the authority of the Board of Education.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education. Consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

EVALUATION:

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

APPROVED: **January 1987**
PROPOSED: **December 13, 2016**
REVISED: **December 20, 2016**

LEGAL REFERENCES:

NJSA 18A:6-7.1 <i>et seq.</i>	Criminal history record
NJSA 18A:6-8.3	Suspension of employees
NJSA 18A:16.1	Officers and employees in general
NJSA 18A:16.2	Physical examinations; requirement
NJSA 18A:39-19.2	Training of transportation personnel
NJSA 10:5-1 <i>et seq.</i>	Law Against Discrimination
NJSA 34:5A-1 <i>et seq.</i>	Worker and Community Right to Know Act
NJSA 34:7.1 <i>et seq.</i>	Black Seal Fireman's License
NJAC 6A:26-12.1 <i>et seq.</i>	Facilities Maintenance Requirements
NJAC 6A:26-16.1	Certified educational facilities manager
NJAC 6A:26-2	Long range facilities plan
NJAC 6A:27-11.1 <i>et seq.</i>	Bus emergency procedures and drills
NJAC 6A:32-6	Requirements of physical examinations
29 CFR 1901.1 <i>et seq.</i>	Blood borne pathogens
8 USCA 1100 <i>et seq.</i>	Immigration Reform and Control Act of 1986