

JOB TITLE: Bus Aide

REPORTS TO: Manager Transportation Operations or designee.

NATURE AND SCOPE OF JOB: To maintain a safe transportation environment for students. Bus Aide is responsible for providing ongoing and emergency support to both ambulatory and non-ambulatory students while loading/unloading and riding the school bus.

QUALIFICATIONS:

1. Ability to read, write, and perform assigned duties
2. Minimum experience as determined by the board of education.
3. Knowledge of bus passenger safety and effective discipline procedures.
4. Required criminal history background check and proof of U.S citizenship or legal resident

PERFORMANCE AND RESPONSIBILITIES:

1. Maintain student conduct on the bus.
2. Maintains discipline on the bus per directions of Trenton Public School District.
3. Greet students when entering the school bus.
4. Provide instruction to students regarding passenger safety, and ensure students are secured with harness, seatbelt lock, seatbelt, or any other equipment written in the student's IEP.
5. Report misconduct of students appropriately by filing a write-up with the transportation dispatcher.
6. Position yourself on the bus where all students are most visible and per directions of the school district.
7. Assist the students in finding their assigned seats.
8. Assist bus driver with wheelchair students safely tying down the wheelchair and securing the student.
9. Assist young or disabled students in getting on and off the bus.
10. Appropriate dress code, wear uniforms provided following the dress code and shoes as described in the employee manual.
11. Incidents that result in injury, illness, harm, or the potential for significant harm to a student must be reported before the end of the work day.
12. Assist the bus driver in keeping the bus clean
13. Participate in scheduled emergency bus exit drills.
14. If emergency evacuation is necessary, follow the direction and supervision of the school bus driver.
15. Check to be sure that all students have been dropped off, and no passengers remain on the bus at the end of the bus route.

JOB DESCRIPTION**TRENTON BOARD OF EDUCATION****BUS AIDE**

16. Perform such additional duties as the board of education may find appropriate and acceptable.
17. Report to and be under the direction and supervision of the school bus driver and/or other appropriate School District authority.
18. Perform other related duties as determined and assigned by the Manager Transportation Operations or designee.

EMPLOYMENT TERMS:

The Bus Aide shall be employed under the following terms:

1. Work year of ten (10) months.
2. Salary, benefits and leave time as unaffiliated employees.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).