

# Bus Aide

Dept/Div: Finance and Operations/Transportation

FLSA Status: Non-Exempt

## General Definition of Work

Performs human support work assisting with the transportation of pupils to and from school and special events, and related work as apparent or assigned. Work is performed under the moderate supervision of the Transportation Supervisor.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

### Essential Functions

Assists with loading, transporting and unloading of all students on the assigned bus.

Assists students with special transportation needs such as wheelchairs, braces, crutches, etc.

Assists with the security of students on school buses and observes the special needs of individuals.

Assists the driver in maintaining adequate discipline and cleanliness on the bus.

## Knowledge, Skills and Abilities

General knowledge of school district operations, expectations, policies processes and procedures; general knowledge of the transportation of students; some knowledge of transporting students; ability to assist students with patience and understanding; ability to establish and maintain effective working relationships with school officials, associates, students and the general public.

## Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; no special vocal communication skills are required; no special hearing perception is required; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## Special Requirements

None.

Last Revised: 7/1/2010