

JOB DESCRIPTION

BUS AIDE II, III OR IV

A. RESPONSIBILITIES:

1. To assist the bus operator in providing safe transportation to and from school for those handicapped students that have been appropriately identified as special education students who cannot be transported by conventional school buses.

B. RELATIONSHIP TO OTHERS:

1. To work directly with the bus operator responsible for transporting handicapped individuals
2. To work under the supervision of the Director of Special Education, Area Bus Supervisor, the Transportation Director, Building Principals, and Assistant Principals.

C. HOW SELECTED:

1. Application
2. Interview
3. Recommendation by the Superintendent
4. Employment by the Board of Education

D. QUALIFICATIONS FOR THE POSITION:

1. High School graduate or equivalent (GED) (Aide II). Six (6) hours of college credit at institution of higher learning (Aide III). High school graduate or GED and completed 18 hours of state board-approved college credit at a regionally accredited institution of higher education and successfully completed an in-service training program determined by the state board to be the equivalent of three (3) hours of college credit (Aide IV).
2. Successful passage of the State Competency Test for aides or holds or has held the classification as an aide.
3. Demonstrate a high acceptance and tolerance level for the limited capacities of special education students.
4. Completion of minimal training first aid program and transportation training for handicapped students of Section D of the Advanced Section of the West Virginia School Bus Operator Training Manual.

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5. Knowledge of State laws and State and local policies pertaining to transportation.

E. FUNCTIONS AND DUTIES

1. Assist the bus operator in maintaining good student conduct on the bus.
2. Assist young or disabled students in getting on and off the bus and provide supervision during transporting. This will include taking students to assigned buildings when necessary.
3. Collect and turn over to the appropriate school secretary those personal items left on the bus by students.
4. Participate in scheduled in-service training appropriate for position.
5. To insure that the protective safety devices are in use and fastened properly.
6. Be aware of confidential emergency data including:
 - a. Student's name and address
 - b. Nature of student's handicap
 - c. Emergency health care information
 - d. Name and telephone number of student's physician, parents, guardians to be contacted in case of emergency
 - e. Any medication that the student might be taking
 - f. Other related information, seizures, etc.
7. To comply with all rules and regulations as described in the Lincoln County Administrative Manual.
8. To work under the direction of school principals, assistant principals,
9. Perform other duties as assigned by immediate supervisors or the county superintendent.

TERM OF EMPLOYMENT: 200 Days – Salary based on job classification and pay grade scale established for service personnel.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Service Personnel.

Revised: 4-24-00