

B.R.C.K. TRANSPORT LLC

JOB DESCRIPTION

JOB TITLE: SCHOOL BUS AIDE

Job Goals: Bus aides are responsible for the care and safety of all students transported to and from their homes and schools. Nature of work involves managing student behavior to provide the driver freedom to operate the school bus safely by creating a positive and safe transportation environment. Bus Aides must exercise constant alertness to students on the school bus and react promptly in the event of any situation (e.g., seizures or other problems). Bus aides must also be knowledgeable of all students assigned to the bus.

ROLE AND RESPONSIBILITIES

- Must wear identification badge and reflective safety vest at all times when working
- Must wear proper clothing for work including proper footwear that is fully closed.
- Must punch in 5 minutes prior to working time and punch in twice in AM and twice in PM
- Must be willing to change assignment or route when asked by management team
- Must be able to use seatbelt cutter or fire extinguisher when there is an emergency
- Assist the driver when requested or required
- Provide assistance to all students that need help entering and exiting the school bus
- Must be willing to provide safety to students when crossing street during loading and unloading
- Actively assist the driver when backing the bus if necessary
- Constantly monitor students' well-being and behavior during the route
- Respond appropriately to students' needs during the route and notify the driver if an emergency exists
- Be familiar with the route in order to assist a substitute or new driver with directions
- Assist the driver in keeping the bus clean
- Must be on the bus at the appropriate time to check equipment and leave on time
- Store and secure all student equipment that is to be transported
- Must not come into any confrontation with parents, students, co-workers and school personnel. Must report to manager or supervisor of any complaints
- Must not go into a student home even if asked by parent or to assist to door. BOE will inform if such assistance is needed
- Must be willing to go inside school if necessary to ask for a student or call dispatcher
- Assigns students to seats. Properly secure special needs students and/or equipment with restraints, tie downs (e.g. wheelchairs, seat belts, car seats, etc.) for the purpose of ensuring the safety and well-being of students
- Sit where needed on the bus specially in the rear and/or back but not behind the driver or front passenger seat unless the bus is empty
- Must report any misconduct immediately upon return to office and must complete a written report on provided form
- Assume other responsible job-related duties as assigned by the driver or office personnel (e.g. managers, supervisor, etc.)
- Is able to lift students during an emergency evacuation
- Must be able to inspect, check that no students is left on the bus and place seatbelts over seat at the end of shift
- To ensure no students is left on the bus, attendant must flip sign stating "IN USE" when student in school bus and "THIS VEHICLE HAS BEEN INSPECTED, CHECKED, AND IS EMPTY OF ALL CHILDREN" when no student in school bus
- Completes daily attendance reports in the form provided and hand in at the end of each month. Must also complete a form if student have not attended school for 3 consecutive days

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- Must assure that students takes their belongings with them to and from home and/or school
- Keeps required equipment clean and in good working order. Inform office personnel of any damage
- Must report to supervisor of any suspicions of child abuse or neglect
- Must report to dispatcher of lateness to and from home or school due to traffic, road closures, etc.
- Treats all students and others with respect and compassion
- Deals in an effective and tactful manner with any students especially emotionally impaired students. Assists the bus operator in performing bus evacuation drills. Is calm in an emergency situation and efficiently and quickly evacuates students when needed.

OTHER FUNCTIONS:

- Attends meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work

JOB REQUIREMENTS:

- The ability to participate in all required bus aide training and professional development
- Physical dexterity, coordination, mobility, visual acuity and emotional health to perform the essential functions of the position including the ability to lift and restrain students of varying age levels and sizes
- Able to read, write and clearly document any incident or accident in form provide by office personnel
- Successfully pass a background check paid by the applicant or employee

PHYSICAL DEMANDS:

- Sufficient physical strength and stamina to assist handicapped students on and off the bus. Must be able to lift a minimum of 50lbs. Must bend and reach in awkward positions at times to secure children and equipment. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed in a generally hazard free environment.