

School Bus Aide

JOB DESCRIPTION

POSITION TITLE: SCHOOL BUS AIDE/MONITOR

MINIMUM

QUALIFICATIONS: Demonstrate good written and oral communication skills.

Demonstrate ability to relate to students in a positive and mature manner.

Demonstrate the ability to assist students in the evacuation of the bus in an emergency.

Experience with young and disabled children preferred.

Commercial Driver's License with the proper endorsements preferred.

REPORTS TO: Director of Transportation and Custodial Services

JOB GOAL: The school bus aide/monitor is assigned to a bus to assist a bus driver and to maintain student discipline on the bus.

PRIMARY RESPONSIBILITIES

1. Maintain discipline when students are on bus.
2. Report undisciplined students to the school principal or assistant principal.
3. Assist driver in keeping assigned bus clean and orderly.
4. Complete a walk-through of the bus before and after each bus trip.
5. Enforce regulations against smoking and eating or drinking on the bus.
6. Attend in-service training programs as required.
7. Provide boarding and exiting assistance to young and disabled students.
8. Check outside the bus while students are boarding and unloading to ensure that no safety hazards exist.
9. Once students have boarded the bus, check for any potential hazards, fasten younger students into their seats and check the roll to make sure everyone is on the bus before directing the driver to start the bus.
10. Assist with all state required bus safety and evacuation drills.
11. If the bus is involved in an accident, assist the driver if assistance is needed.
12. Assist disabled students who may require individual attention.
13. Follow established procedures in the event of an emergency.

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WORKING RELATIONSHIPS

OF THE POSITION Maintains effective relationships with students, parents, bus drivers, teachers and administrators.

TERMS OF EMPLOYMENT: 10 months and 12 months

Salary – Per SOMEA agreement