

Branchburg Township School District

Job Description for School Bus Aide

Title: Transportation Aide

QUALIFICATIONS:

- 1- Knowledge of bus passenger safety and effective discipline procedures.
- 2- Successful experience working with children.
- 3- Ability to communicate effectively with students, parents and school staff.
- 4- Ability to relate to students in a patient and caring way.
- 5- Knowledge of diverse needs of students with disabilities.
- 6- Training in basic first aid and CPR certified.
- 7- Ability to take and follow directions.
- 8- Valid driver's license.
- 9- Required criminal history check, proof of U.S. citizenship or legal resident alien status, and acceptable proof of Mantoux test results.

REPORTING RESPONSIBILITY:

The Transportation Aide reports to the Transportation Supervisor, and is indirectly responsible to the Supervisor of Special Services.

JOB GOAL:

Assists the bus\van driver in loading, unloading, and supervising students being transported in district vehicles to and from school.

TERMS OF EMPLOYMENT:

Terms of employment consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUTION:

The Transportation Aide shall be evaluated in writing by the Transportation Supervisor or designee at least once a year. Input shall be requested from the bus\van driver as part of the evaluation process. The evaluation shall be based in part on the performance of the responsibilities listed in this position description.

PERFORMANCE RESPONSIBILITIES:

- 1- Assists the bus\van driver in maintaining safe and proper student conduct on the bus\van and interviews as necessary.
- 2- Assists disabled students in getting on and off the bus\van and assists disabled students to their seats and ensures seat belts and\or restraints are properly secured.
- 3- Assists students(s) with physical disabilities into school or transfers the student to another responsible adult.
- 4- Implements directions from student's individualized educational program (IEP) that are related to the student's transportation.
- 5- Assists the driver in safely and efficiently evacuating students from the vehicle in the event of an emergency.
- 6- Maintains confidentiality in all matters related to the position.
- 7- Provides instruction to students regarding passenger safety.
- 8- Participates in scheduled emergency bus exit drills.
- 9- Attends mandatory in-service training programs.
- 10- Provides written records, as requested by the supervisor.
- 11- Performs other duties as required for daily operation of the transportation program and\or as may be assigned by the supervisor.
- 12- Ability to perform all necessary physical tasks with competence.
- 13- Ability to anticipate needs and to respond calmly and effectively to emergency\crisis situations

MACHINERY\EQUIPMENT USED:

Working knowledge of district and commercial transportation and communication systems and all other equipment and items associated with safety and the district's school transportation programs.