

## **TRANSPORTATION**

---

**TITLE:** TRANSPORTATION AIDE

**REPORTS TO:** Transportation Supervisor

**QUALIFICATIONS:**

1. A high school diploma or such qualifications as the Board may deem appropriate
2. The ability to work well with children
3. A responsible, mature outlook

**JOB GOAL:** Assists in establishing a safe and orderly atmosphere for special needs students on the bus.

**PERFORMANCE RESPONSIBILITIES:**

1. Escorts and helps assigned special needs students onto and off of the bus.
2. Walks up and down the aisle to assure that special needs students' seat belts are being used properly wheelchair, and harnesses are secured properly.
3. Walks up and down the aisle when the bus is not moving and it is safe to do so. When the bus is moving, the aide should monitor the behavior of the students at all times. Aides should wear a seatbelt at all times while the vehicle is in motion unless they need to address an issue with students.
4. Ensure that the special needs students report to and remain in their assigned seats.
5. Reports any incidents of misbehavior or issues of concern to the Transportation Supervisor as soon as possible.
6. Alerts the Transportation Supervisor and/or bus driver about any potential problems that may arise.
7. Knows the procedures to follow in case of an emergency.
8. Knows any special requirements for students on bus.
9. Maintain confidentiality of student information.
10. Ensure no students are left on the vehicle unattended.
11. Ensures that kindergarten children are not permitted to depart the bus unless a parent, or other authorized individual, is present at the bus stop.
12. Performs other duties as delegated by the Transportation Supervisor.

**TERMS OF**

**EMPLOYMENT:** Ten months

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

**APPROVED:** December 11, 2001

**REVISED:** January 8, 2002  
May 19, 2015  
April 25, 2017