



Alabaster City Schools Job Description

JOB TITLE: BUS AIDE

QUALIFICATIONS:

1. High school graduate or equivalent (GED) and Academic competency in basic skills.
2. Valid Alabama driver's license
3. Good physical and emotional health, including ability to lift and restrain students of varying age levels and sizes.
4. Participation in pre-service and in-service bus driver training program.
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Coordinator of Transportation
Principal

JOB GOAL: To maintain the safe conduct of students to and from school and to aid the bus driver as needed.

PERFORMANCE RESPONSIBILITIES:

1. Ensure safety of students by:
 - a. buckling them in their seats and securing wheelchairs before bus starts
 - b. keeping them seated and under control during transportation
 - c. assisting them with crossing the street
 - d. assisting them during loading and unloading, at home and at school
 - e. escorting them to the responsible adult at school.
2. Account for students' personal belongings and messages.
3. Assist bus driver with keeping updated file of students assigned to bus.
4. Familiarize self with and uses:
 - a. assistance request forms
 - b. safety equipment located on bus

- c. emergency procedures
 - d. bus route and pick-up points
 - e. wheelchair lift and locking equipment.
5. Deal with emergency physical problems during loading, transporting and unloading.
 6. Notify school officials of unusual events or behaviors.
 7. Cooperate with school staff in special requests concerning handling behaviors, physical management, etc.
 8. Contact and obtain acceptable substitute when absent.
 9. Understand and assist in upholding system rules, policies, and procedures.
 10. Respect the confidentiality of information pertaining to students and staff and the school system.
 11. Be regular and punctual in attendance.
 12. Follow correct procedure for signing in daily and securing substitutes.
 13. Maintain proper and professional relationship with students and other employees.
 14. Perform duties in a manner that will promote good public relations.
 15. Assume other transportation-related duties as assigned by supervisor.

PHYSICAL ABILITIES and REQUIREMENTS

1. Physical dexterity, coordination, mobility and visual acuity to perform the essential functions of the position.

TERMS OF EMPLOYMENT: 182 days at appropriate salary schedule.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

SALARY: Appropriate placement on current salary schedule.