

USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **BUS AIDE**

SUPERVISOR: Transportation Supervisor

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. Possess interest in working with special education students
2. Possess ability to handle discipline problems consistently and fairly
3. Must be neat, responsible, punctual, dependable
4. Maintain current TB testing as required by Health Department regulations

ESSENTIAL FUNCTIONS:

1. Ride assigned bus to assist the bus driver.
2. Attend all in-service meetings as required for the purpose of acquiring and/or conveying information relative to job functions.
3. Maintain order and discipline on the bus to maintain a safe and positive environment.
4. Assist students on and off the bus when necessary to provide for the safety of all students.
5. Provide emergency health care when called upon by the driver to ensure the safety of all students.
6. Observe and follow all school district policies at all times for the purpose of supporting and reinforcing the district's regulations.
7. Respond to information requests in a cooperative, courteous and timely manner to ensure the efficient running of the transportation department.
8. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
9. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, bending, turning, reaching, climbing and balancing.
4. Extensive travel required.
5. Must work indoors and outdoors year round.
6. Must work in noisy and crowded environments, with numerous interruptions.
7. Must work in and around dust, fumes and odors.
8. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013