



BUS AIDE

QUALIFICATIONS:

1. Ability to read, write and to perform assigned duties
2. Minimum experience as determined by the board
3. Knowledge of bus passenger safety and effective discipline procedures
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. All applicants must meet NJ residency requirements as per the “New Jersey First Act”, N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

REPORTS TO: Transportation Manager

JOB GOAL: To assist the bus driver in providing safe transportation of students.

PERFORMANCE RESPONSIBILITIES:

1. Assist the bus driver in maintaining student conduct on the bus.
2. Assist young or disabled students in getting on and off the bus. Assist the driver in observing the movements of passengers to be sure that none wander into the path of the vehicle.
3. Provide written records of violations of student conduct code to the transportation dispatchers or manager.
4. Collect personal items left on the bus and deliver them to the school secretary.
5. Provide instruction to students regarding passenger safety and ensure that students wear their seat belts when the bus is so equipped.
6. Participate in scheduled emergency bus exit drills, in service/workshops and required meetings.
7. Check to be sure that all student-passengers are dropped off at their correct location and that no passengers remain on the bus at the end of the bus route.
8. Be knowledgeable of route directions and assist drivers when necessary.
9. Assist driver in conducting pre & post trip inspections.
10. Assist the driver with maintaining cleanliness of the bus.



11. Assist driver and students in case of an accident.
12. Basic computer knowledge in order to check email daily and complete electronic timesheets.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The physical abilities and other conditions of continued employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment, which may be required of this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation to contact the Personnel Department.

Vision: (which may be corrected) good eyesight to monitor student behavior and ensure safety

Hearing: (which may be corrected) adequate hearing to communicate effectively with students, the bus driver, parents and other staff

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: ability to board and disembark the bus easily; capability to move around the bus to assist students; use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: ability to lift and carry students, if necessary, particularly in emergencies (up to 50 pounds or more); ability to assist students with disabilities or mobility issues, including helping with wheelchairs, walkers, or other assistive devices

Reaching and Stretching: ability to reach overhead to assist students with securing seat belts or harnesses; flexibility to reach for items that may fall under seats or in other areas

Endurance and Stamina: ability to remain seated or standing for extended periods, depending on the route and duties; ability to assist students during long rides without experiencing fatigue

Balance and coordination: good balance and coordination to navigate the bus while it is in motion and to assist students safely

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records



Township of Union Public Schools

Job Description

Emergency Response Abilities: physical readiness to assist in emergencies, including safely evacuating students from the bus if needed

TERMS OF EMPLOYMENT: 10 month employee - Salary and work year to be determined by the board of education.

ANNUAL EVALUATION: The performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Township of Union Public Schools

Date:

Reviewed and Agreed to by:

Date: