

TITLE: BUS AIDE

QUALIFICATIONS: Must be of good moral character, have a neat and clean appearance, be in good physical condition and by state law be fingerprinted by local enforcement agency.

REPORTS TO: Superintendent of Schools and Principal

TERM: 10 months

RESPONSIBILITIES INCLUDE:

1. Take part in all workshops
2. Be knowledgeable about any health issues that a child may have
3. Assist in loading and unloading buses
4. Escort students to and from home to bus
5. Check that all students have seat belts on
6. Inform the driver of any misconduct on the bus
7. Check the bus at that end of each run to ensure that no student is left on the vehicle
8. Supervise children
9. General clean-up, if necessary
10. Report illnesses and/or accidents to the nurse/principal
11. Report problems to the teachers and/or office
12. Shall perform other duties as assigned by Superintendent and Principal