

EAST RUTHERFORD BOARD OF EDUCATION

Job Description

TITLE: **SCHOOL BUS AIDE**

QUALIFICATIONS:

1. High School Diploma or GED equivalent.
2. Ability to communicate effectively with children, parents and supervisor and/or school personnel.
3. Project a mature, constructive and healthy attitude.
4. General understanding and ability to assist the driver in securing wheelchairs, student restraints, tie downs/child harnesses; child safety seats, lifts, etc; and other types of safety practices and procedures.
5. Must be physically able to assist Special Needs children and/or assist in the use of wheelchairs and other equipment for children as required and applicable per child's I.E.P
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: School Business Administrator/Board Secretary
 District Bus Coordinator
 Bus Driver

JOB GOALS:

Under general supervision, to assist in the safe transportation of students, including but not limited to educationally and/or physically disabled students; monitors student behavior and maintains a quiet, orderly atmosphere on the bus while in transit either over scheduled routes and/or to/from special excursions (field trips; athletic events; et al.); assists bus driver by helping students board and depart the bus safely.

DUTIES AND RESPONSIBILITIES:

1. Assists students and other passengers (e.g seating, restraints, special equipment, lifts, etc) for the purpose of providing safe loading and unloading from buses including both emergency situations (including bus evacuations) and normal transport in conjunction with the Bus Driver.
2. Assists in the enforcement of District policies and procedures relating to the transportation of students.
3. Instructs students regarding proper bus behavior and enforces all bus rules and

JOB DESCRIPTION:

School Bus Aide (continued)

- regulations including those pertaining to safety, student behavior and noise. Maintains student discipline.
4. Work with Bus Driver in the application of necessary restraints for physically handicapped students, checks to make sure wheelchairs are locked in place and/or other special apparatus pertaining to the child's I.E.P. is properly utilized.
 5. Administers first aid for minor injuries for the purpose of providing emergency care as necessary.
 6. Participates in emergency evacuation drills and instructs passengers regarding safety regulations and other bus rules.
 7. Attends meetings, trainings, etc. for the purpose of maintaining skills and enhancing knowledge of appropriate procedures and protocols.
 8. Performs other duties as required and deemed necessary and assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board of Education's Policy on evaluation of non-certificated personnel.

APPROVED: _____ 2/23/12 _____

Legal References:

- N.J.S.A. 18A:6-7.1 through-7.5 Criminal history record
- N.J.S.A. 18A:16-2 Physical examinations; requirements
- N.J.S.A. 18A:39-17-20 Transportation To and From Schools
- N.J.A.C. 6A:27-12.1 Drivers and Aides – General Requirements
- Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.