JOB DESCRIPTION

POSITION: OPEN

POSITION: BUS AIDE

JOB SUMMARY: This is a part-time position which requires a minimum of four (5) hours work per day, five days per week, nine months per year. Work involves assisting the bus driver in maintaining order on the bus, and assuring the safety of the children while entering, riding, and departing from the bus.

DUTIES AND RESPONSIBILITIES:

- Assists children in getting on the bus and to their assigned seats.
- Assures that the children are safely seated while the bus is in operation.
- Maintains order and proper behavior of the children on the bus so that the bus driver will not be distracted from safe driving.
- Assists the children in getting off the bus safely.
- Walks children across the street when necessary.
- Determines that a designated, responsible person is on hand to meet each child before he or she is discharged from the bus.
- Learns bus route and makes the substitute driver aware of it when necessary.
- Assists the bus driver in removing trash or litter from bus daily.
- Assists the bus driver in cleaning and disinfecting the bus interior including seats and floors on a weekly basis.
- Attends all training opportunities as provided and all required staff meetings.
- Responsible for all other tasks that may be assigned.

QUALIFICATIONS:

1. Must have a High School Diploma or GED.
2. Must be Cardio-Pulmonary Resuscitation (CPR) qualified.
3. Must have knowledge of First Aid procedures.
4. Must be responsible and dependable and possess patience, emotional stability and love for children.

SALARY: $7.96 an hour