

TRUSSVILLE CITY SCHOOLS
Job Description

POSITION TITLE: Bus Assistant (Aide)

QUALIFICATIONS: Minimum High School Diploma or Equivalent

JOB GOAL: To assist in the transport of Trussville City Schools students to and from school safely and punctually.

REPORTS TO: Transportation Coordinator

EVALUATION: Trussville Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Ensures that all bus rules are adhered to by ALL passengers.
2. Works cooperatively with assigned bus driver in all aspects of bus operations including but not limited to: following each student's IEP; loading, securing, monitoring, and unloading of disabled students; fueling the bus (when appropriate before/after route; cleaning the interior of bus (wiping seats, sweeping, etc.); post trip the bus as well as securing the bus and equipment (seat belts, seat harnesses, wheelchair belts, etc.)
3. Lifts and/or carries students as needed.
4. Maintains proper certification by attending workshops and professional development courses.
5. Performs other duties as assigned by the supervisor.
6. Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, administrators, certificated and non-certificated personnel, parents, and students.
7. Maintains confidentiality regarding school and workplace matters.
8. Regular and punctual in attendance
9. Demonstrates proficiency in written and oral communication.
10. Attends all meetings as required by the Superintendent.

Board Approved 07/12/05

Board Amended 04/25/18