Job Title: Special Education Bus Aide          Exemption Status/Test: Non-Exempt
Reports to: Special Education Route Supervisor     Date Revised: October, 2015
Dept. /School: Transportation Department

Primary Purpose(s):
Responsible for the safe and orderly transportation of students on assigned route. Assist the driver of a school bus that transports students with disabilities and other authorized personnel to and from schools or designated locations.

Qualifications:

Education/Certification:
High School Diploma or GED
Must pass a pre-employment physical test

Experience:
None

Special Knowledge/Skills:
Ability to understand and follow written or verbal instructions
Ability to communicate effectively with others
Ability to operate safety and adaptive equipment
Ability to manage student behavior
Ability to work well with children with disabilities

Major Responsibilities and Duties
1. Assist students on and off the bus according to their individual needs.
2. Learn and adapt to each student's special medical, physical, communicative and emotional needs.
3. Instruct students on safe entering exiting and riding rules and regulations.
4. Assist in the management of student behavior and report student discipline problems in a timely manner to appropriate staff.
5. Assist in the completion of accurate, updated and timely records including attendance sheets.
6. Operate equipment according to established safety procedures. Ensure that seat belts, safety vests or car seats are used correctly and help students use safety vests or car seats.
7. Follow emergency procedures including evacuation of students as needed and assist driver to administer first aide, if necessary.
8. Become familiar with and follow procedures established by the transportation and special education departments.
9. Attend a six (6) hour non-violent crisis intervention training when hired and a three (3) hour refresher course each year.
10. Maintain a positive morale and display professionalism in dealing with students, parents, staff and community.
11. Assist driver in keeping the bus clean for the safety of the students.
12. Promote a positive image that supports the mission of the school district.
13. Attend monthly safety meetings and participate in training that improves the delivery of medical and Medicaid related services.
14. Assist the district in fulfilling Medicaid outreach objectives by distributing literature about the benefits, eligibility requirements and availability of the Medicaid program.
15. Communicate with families and staff regarding medical and behavioral issues and concerns.
16. Operate a bus lift.
17. Maintain confidentiality of information regarding special needs students.
18. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Radio communication equipment, wheelchair lifts ram, seatbelts, safety vests, car seats, special adaptive equipment; safety equipment (reflective signs); fire extinguisher

**Posture:** Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Prolonged sitting and reaching, repetitive hand and arm motions.

**Lifting:** Must be able to lift up to 45 pounds and over

**Environment:** Work outside and inside with moderate exposure to extreme temperatures and weather conditions

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.