

Position:	Bus Aide
Term:	9 Months
Location:	Transportation Department
Qualifications:	High School Diploma
Supervisory:	No
Reports to:	Director of Transportation

The Bus Aide is a part time position. Duties include supporting the needs of the students while boarding, riding, and de-boarding the bus. The Bus Aide will assist the driver of the bus with day-to-day responsibilities of care and welfare of the bus.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions:

- Attend meetings pertinent to the position when posted.
- Achieve and maintain prescribed certifications through training as provided by the District within a reasonable amount of time.
- Effectively communicate verbally and in writing problems, student issues, and concerns to the Supervisor of Transportation.
- Exhibit through performance, an understanding of effective behavior management.
- Exhibit an understanding of disabling conditions.
- Maintains records and submits reports in a timely fashion.
- Able to follow prescribed procedures for body fluid and waste clean-up as needed.
- Assist the Driver with maintaining a clean and healthy environment on the bus.
- Effectively act as a liaison between the family of the student and the District.

- Exhibits cooperative and courteous behavior when interacting with parents, other District employees, and community members.
- Carry out all other duties as assigned.

Physical Demands

- The individual who holds this position must:
- Sit for long periods of time
- Occasionally walk and stand
- Frequently bend and twist the torso and neck
- Frequently use repetitive arm, wrist and hand movements
- Occasionally lift up to 75 pounds
- Use close, distance and peripheral vision as well as depth perception
- Climb and descend stairs while assisting students

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

Environment is that of a typical bus setting. The individual who holds this position must:

- Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit
- Occasionally work in rain, sleet and ice and drive on slippery conditions
- Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.