

LACEY TOWNSHIP SCHOOL DISTRICT

Bus Aide

JOB TITLE: Bus Aide

REPORTS TO: Transportation Coordinator

JOB GOAL: To assist the bus driver in providing safe transportation of students

QUALIFICATIONS:

1. Ability to read, write and to perform assigned duties
2. High school diploma or equivalent certificate
3. Minimum experience as determined by the board
4. Knowledge of bus passenger safety and effective discipline procedures
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

RESPONSIBILITIES:

1. Assist the bus driver in maintaining student conduct on the bus.
2. Assists students which may include students with disabilities and non-ambulatory students
3. Provides written records of violations of student conduct code to the Transportation Coordinator
4. Collects any personal items left on the bus and delivers them to the transportation office.
5. Provides instruction to students regarding passenger safety and ensures that students wear their seat belts.
6. Participates in scheduled emergency bus exit drills.
7. Checks to be sure that all student-passengers are dropped off at their correct location and that no passengers remain on the bus at the end of the bus route.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board of Education.

Bus Aide (continued)

EVALUATION:

Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by:

Lacey Township Board of Education

Revised

Date Approved:

July 20, 2015

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1

Criminal history record

N.J.S.A. 18A:16-2

Physical examinations; requirement

N.J.S.A. 18A:25-2

Authority over pupils

N.J.A.C. 6A:14-3.9(a) 7

Related services

N.J.A.C. 6A:27

Student Transportation

See particularly:

N.J.A.C. 6A:27-11

Safety

N.J.A.C. 6A:27-12.1

Drivers and aides

N.J.A.C. 6A:32-6

School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.