

Byram Twp Part-Time Bus Aide

Position Available: Immediately

PayScale based on experience: \$20/hour

Position Summary: The Bus Aide assists and supervises children on the bus during transport.

Reports to: Bus Driver while on route; Transportation Support Manager

Works Closely with: School Administration, Other aides, and Transportation Dept

Supervises: Students while on bus

Job Functions & Responsibilities

1. Assist the bus driver in maintaining student conduct on the bus. Maintain discipline on the bus at all times.
2. Enforce the rules and regulations governing the safety and conduct of children on the bus.
3. Assist young or disabled students in getting on and off the bus. Assure that students get on and off the bus in an orderly fashion.
4. Ensure that students are only released to approved pick-up adults and verify identification of each person.
5. Check to be sure that all student-passengers are dropped off at their correct location and that any passengers remaining on the bus after the route are removed from the bus and brought into the school office.
6. Provide written records of violations of student code to the school principal.
7. Collect personal items left on the bus and turn them over to the school security.
8. Provide instruction to students regarding passenger safety and ensure that students wear their seat belts.
9. Participate in scheduled emergency bus exit drills.

10. Assist bus driver and students in case of an accident.
11. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
12. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
13. Participate in appropriate in-service and workshop programs and attend any required meetings.
14. Protect the confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
15. Perform all duties in a manner consistent with law, code, and policy.
16. Sweep the bus and remove trash at the end of each shift.

Requirements

Able to move freely in small spaces such as on a bus.

Able to go up and down steps.

Pass a Criminal History Background Check