

**STARK COUNTY CUSD #100**  
**Job Description**

Job Title: BUS/VAN AIDE

Reports To: Driver/Transportation Director/Administrator

Evaluated By: Transportation Director/Administrator

WORK YEAR: Up to 175 DAYS

WORK DAY: Up to 4 HOURS depending on route

**JOB GOAL:** To aid with the transportation of students to and from a variety of school sites and to assure their safety while passengers in the school bus. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for ensuring the safety of all passengers including special education students at all times..

**ESSENTIAL REQUIREMENTS:** To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School Diploma or equivalent preferred
2. 21 years of age or older
3. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and teachers
4. Ability to understand and follow oral and written instructions
5. Ability to establish and maintain proper conduct and safety of passengers on school bus
6. Ability to accept/relate to students with a variety of exceptional needs
7. Ability to exercise good judgment and extreme caution while on a school vehicle
8. Ability to remain calm in an emergency situation
9. Ability to read and write in English at a level sufficient to successfully perform required duties
10. Ability to understand and carry out both oral and written instructions
11. Ability to operate a two-way radio using required codes
12. Ability to meet the physical requirements necessary to safely and effectively perform the required duties
13. Ability to establish and maintain effective work relationships with those contacted in the performance of duties
14. Familiarity with handling and disposal of hazardous materials
15. Perform physical requirements which may include:
  - A. Requires moderate to extensive degree of physical stamina and frequent lifting up to 75 lbs. or more.
  - B. Possible exposure to heat, cold or bodily fluids in cleaning due to student injury or illness
16. Ability to maintain flexibility in schedule
17. Ability to demonstrate standards of moral character and behavior to serve as an effective role model for students
18. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may also be assigned:

1. Safely aids driver in accordance with time schedules; transporting students to and from their homes, a variety of school sites, and on field trips as assigned
2. Operates a two way radio

3. Oversees the loading and unloading of students, releasing students to authorized individual; assures that safety belts are fastened
4. May operate a special ramp bus; loads and unloads students in wheelchairs on and off bus; inspecting wheelchair for operational safety and permitting only properly functioning wheelchairs to load; operates ramp, assuring seatbelts are fastened, positioning the wheelchairs in bus, and securing the wheelchair
5. Maintains order and proper discipline of passengers; resolving disputes, documents and reports severe disciplinary cases
6. Reporting needed mechanical repairs, including those associated with lifts, ramps, car seats, harnesses and special safety belts
7. Monitors students with special health problems while in bus; being aware and alert to any signs of difficulty following prescribed instructions and procedures, administering first aid, and calling for emergency assistance
8. Attends meetings, programs, and inservice training as assigned
9. Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information
10. Participate in in-service programs as assigned
11. Act as a friendly ambassador for the Stark County School District
12. Perform such other tasks as may seem to be appropriate to the Board or Administration
13. Maintains satisfactory attendance, as defined in District policy and regulations
14. Serve as mandated reporter to Department of Children and Family Services

**CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

1. Criminal Justice Fingerprint Clearance
2. Valid Illinois Driver's License
3. Bloodborne Pathogen Training/Hepatitis B Shot Series Training

**PHYSICAL DEMANDS:** Must maintain the ability to perform the essential functions of this job. Ability to work in condition requiring bending, to assist students; standing for prolonged period of time; and reaching in all directions.

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.